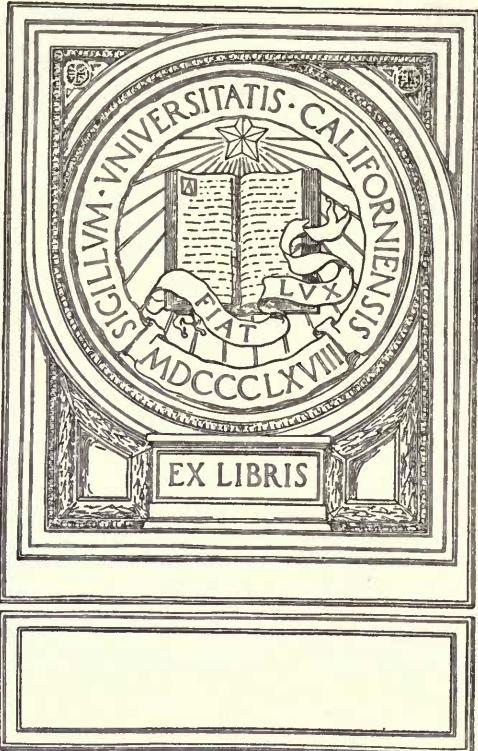
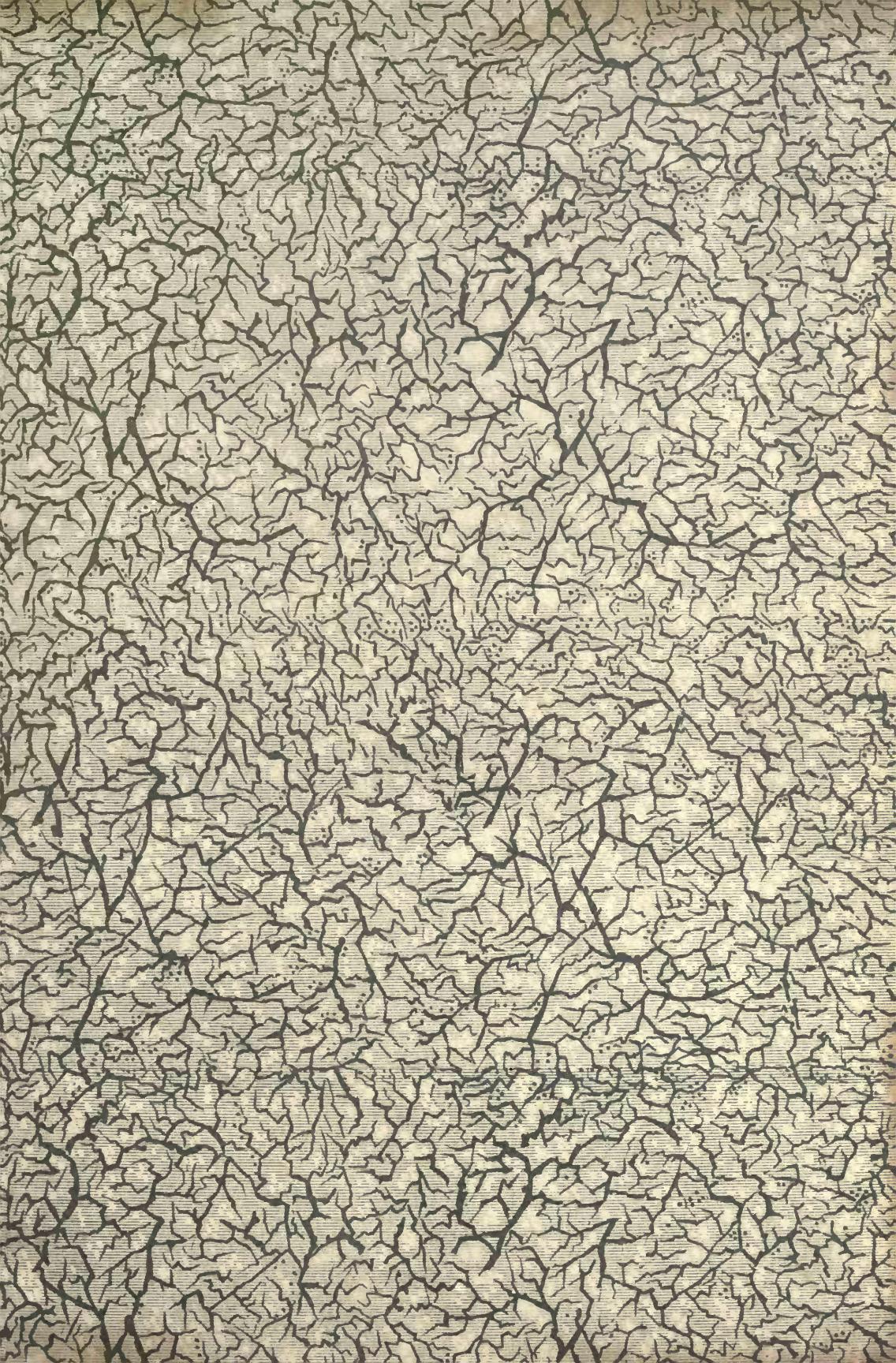


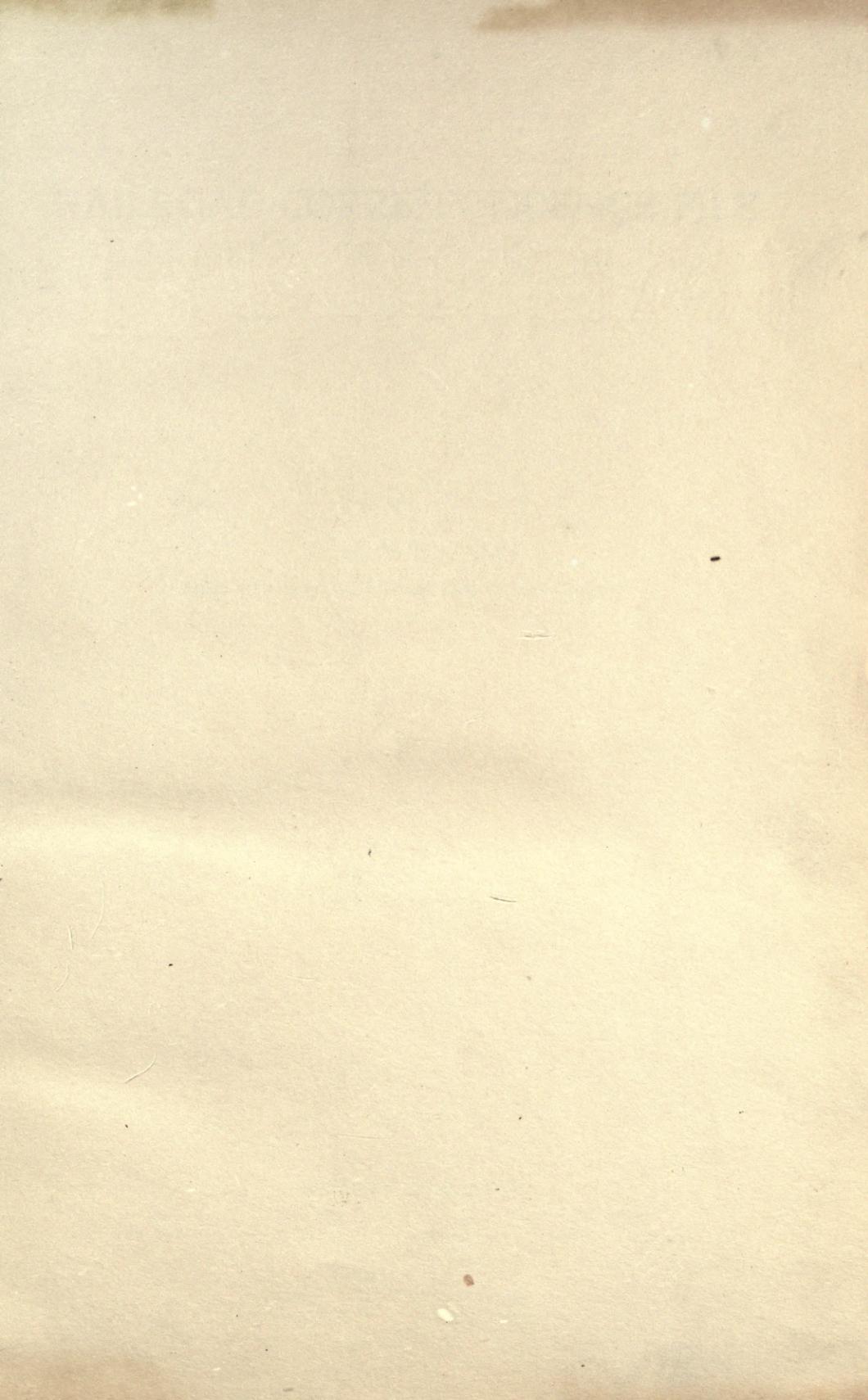
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RAILROAD CORRESPONDENCE FILE

BY

W. H. WILLIAMS

Assistant Secretary, Baltimore and Ohio Railroad Company

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By W. H. WILLIAMS

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INTRODUCTION

Almost the first work that I did in the railroad service was the overhauling and re-indexing of the file in the Engineer's office in which I was employed. I have been re-indexing files ever since.

In 1897 and 1898 we placed the files of the Superintendents' and Engineers' offices on the several Divisions of the Pennsylvania Lines West of Pittsburgh on a uniform basis of indexing, and the results were so very satisfactory that I endeavored to extend the system to the offices of the General Officers ; it was, however, found incapable of such expansion.

I then asked Mr. W. H. Williams to examine the methods in use in the business concerns and railroad offices, both here and abroad, and make a study of the Dewey Decimal System. The result of his studies is the index now put out by him for general use, and which has proven entirely effective in the offices in which it has been introduced.

L. F. LOREE,
President B. & O. R. R. Co.

RAILROAD CORRESPONDENCE FILE

PREFACE

Just what the original method of filing correspondence was, it is difficult to say, but it has often been remarked, for the benefit of the File Clerk, that the best file is a "barrel." You know the correspondence you want is there somewhere though it may require a great part of the day to find it. This could possibly be improved upon by threading a needle and stringing the letters when received, thus insuring that they would, at least, be in date order.

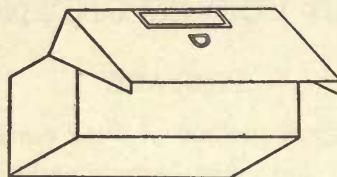
Some of the English Railroads formerly fastened together with a brad all the papers bearing the same file number, attached a backing sheet, and glued the latter to a page in a large invoice book, the volume and page number of the book serving as the file number. The papers are pulled loose each time they are needed, frequently destroying the leaf to which attached and making it necessary to transfer the papers. The books soon fall apart and have to be rebound every few years. This practice has been largely discontinued though there are a few roads in Europe and one or two in this country where such books are being used.

With the introduction of typewriters the correspondence has steadily increased so that a receptacle for filing papers is not all that is required. In addition, there must be some method of providing an index to the subject treated in the correspondence, so that it can be readily located.

FILE BOXES. Durability is an important requirement, and experience has demonstrated that the cheaper grades of file boxes made of paper are not satisfactory. Document file boxes—about $8\frac{1}{2}$ inches wide, 5 inches high and 10 inches long—which are made of wood or metal, while fairly satisfactory, necessitate folding the papers, causing considerable annoyance and inconvenience in handling large batches of correspondence which have been filed for some time. Metal boxes— $12\frac{1}{2}$ inches long, $9\frac{1}{2}$ wide, 5 inches high, and open on

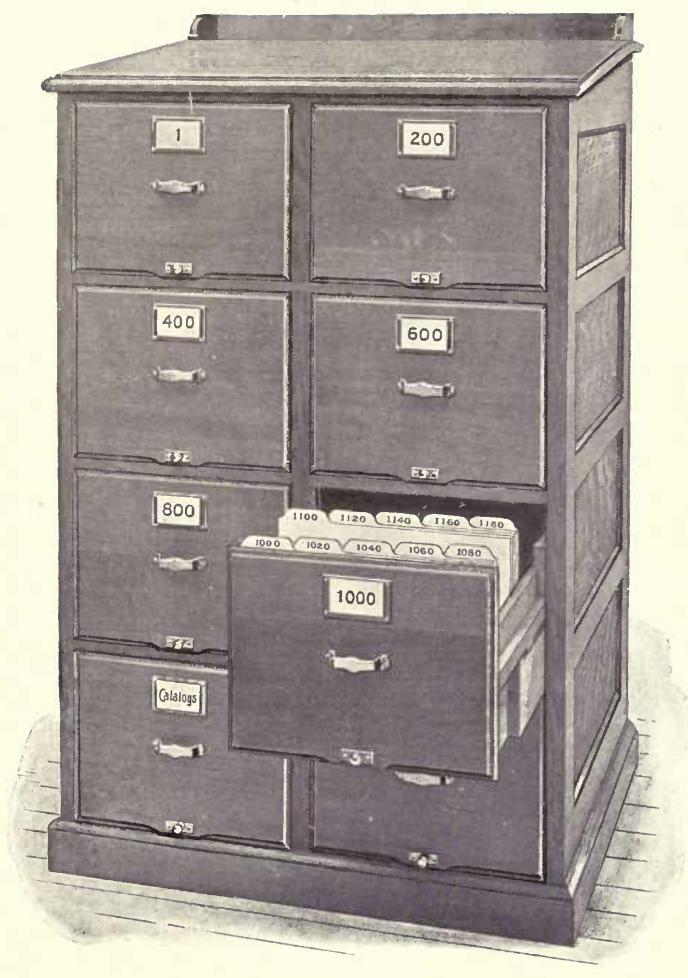
RAILROAD CORRESPONDENCE FILE

the side (as shown by cut below)—permitting of filing correspondence without folding have lately been introduced and have proved very satisfactory.



Another method, especially adapted to the Decimal Classification, is to file the correspondence vertically flat in drawers, using an envelope for each file number. Guide cards can be used with this system the same as with the card index.

FILE NUMBERS. Probably less attention has been given this branch of the subject than any other. The general practice is to number subjects in regular numerical order as they arise. This is further amplified by assigning new numbers to sub-divisions of the subjects and to correspondence of particular importance, and, later, to that relating to two or more of these sub-divisions of the same subject. The File Clerks look upon the several subjects, or sub-divisions, in a different light, and we soon find many duplicate numbers; for instance, instead of having but one number for all correspondence relating to matters affecting but one city or town, as say No. 51 for all correspondence relating to Chicago, Illinois, the correspondence relating to sidings at that point is given one number, that relating to depots another number, etc., and then correspondence relating to any two of these subjects is frequently given yet another number until there may be some 300 or 400 file numbers for Chicago. Other File Clerks may give correspondence relating to each individual track a distinctive number, and others a new number to correspondence relating to any one track each time the matter comes up for consideration; for example, for a siding built at Chicago in 1880, instead of filing it under No. 51, it is filed under No. 511; if, in 1881, an extension of this siding be requested, the correspondence relating thereto is placed in file No. 555, etc. As a result we find in one Superintendent's office 300 numbers, and in another Superintendent's office, 25,000 file numbers. The last named method is largely in vogue on the English Railroads, and, in November, 1900,



LIBRARY BUREAU CORRESPONDENCE VERTICAL FILE.



RAILROAD CORRESPONDENCE FILE

the General Manager's office on one of the Roads in that Country had 1,360,000 file numbers, though the volume of the correspondence is little, if any, in excess of that handled in the office of General Manager on any of the larger Railroads in this Country.

One of the English Roads begins with No. 1 each year and assigns a new number to each matter brought up during the year, and averages from 20,000 to 25,000 file numbers per annum. Another, while endeavoring to file under one number all correspondence relating to a particular accident, assigns a distinctive number to each, and, assuming there is an average of three accidents a day, they create over 700 file numbers per annum for this subject alone. The creation of so many numbers causes the subject index to become practically useless, necessitating frequent revision and increased clerical force. While formerly File Clerks attended to various matters other than filing the correspondence, they are now barely able to handle the file alone; and, on the English Railroad, having 1,360,000 file numbers, they have ten file clerks, eight of whom are kept busy locating old correspondence, it frequently requiring from three to four days to locate papers relating to other than current work, while in the United States we should look with suspicion on the File Clerk who required more than five minutes, one or two minutes being considered entirely adequate.

If a matter come before the Board of Trade or Parliament, the old files are gone over and all correspondence pertaining to it are placed in a separate file, which requires another index and adds to the confusion.

While the English Railroads have too many file numbers, some of the Roads on the Continent have gone to the other extreme in restricting the subjects for each office. For instance, on one Road the officer having charge of the signals and telegraph is permitted to have but eight file numbers, viz:

- Signals at Stations (arranged alphabetically).
- Signals on Line (according to geographical location).
- Signals, General.
- Personal.
- Material.
- Supplies for Office.
- Affairs, General.
- New Schemes.

RAILROAD CORRESPONDENCE FILE

The Freight Departments of some of the larger Railroads in the United States, recognizing the necessity for some improvement in the numbering, recently adopted what is known as the Block System—the assignment of a "block" or "series" of numbers to a group of subjects or a certain territory. They were particularly fortunate in having an official classification covering practically all commodities handled by freight service—some 16,000—and in knowing the points of origin and destination for the bulk of the shipments of each class. They use 470 basic numbers, composed of 250 items in the official classification and 220 subjects relating to Transportation, Accounts, Maintenance of Way, Maintenance of Equipment, Law, etc., arranged in alphabetical order; to each of these they have assigned 100 numbers, indicating points of origin and destination, making a total of 47,000 file numbers.

This arrangement separates the correspondence on allied or kindred subjects, two or more of which are sometimes included in one letter, as for instance, the products of mines—coal, ore, coke, etc.—While the mineral traffic may count for but little in the office of one Division Freight Agent it may embrace over one-half of the correspondence in the office of another Division Freight Agent. The same is true regarding grains—corn, wheat, oats, etc. So that one-half of the correspondence is filed in 500 numbers, leaving 46,500 for the other half. As about two-thirds of the correspondence on any subject is filed in the general number assigned to it, one-third of the total correspondence relating to mineral traffic would be filed in the general number, so that two-ninths of the total correspondence is filed in one number and 46,999 numbers are provided for the other seven-ninths, i. e., 13,428 file numbers are furnished for filing the same amount of correspondence that is filed in the one general number assigned to mineral traffic on one Division, in the one general number assigned to grain traffic on another Division, etc. While the subdivision of the first forty numbers is the same in all offices, each office makes its own sub-division for the remaining sixty numbers, and, as the file number is put on all letters and messages, we see "Replying to your letter of the 16th—my file 34,650, your file 34,660, etc."

Since the inauguration of this system, through billing has been established between points on the Pacific Coast and points on the Atlantic Coast, and should through Trans-continental Routes be estab-

RAILROAD CORRESPONDENCE FILE

lished—as seems entirely probable—difficulty will be experienced in providing proper sub-divisions to show points of origin and destination.

The libraries have had an analogous experience in securing a suitable classification for their books which would not be too narrow and too specialized, but seem now to have arrived at a satisfactory solution of the problem through the introduction of the Decimal Classification of Melvil Dewey.

Before commencing his task, Mr. Dewey read and carefully studied all works bearing upon the subject and was helped by more than a hundred specialists. In 1891 there were in the United States 4,000 libraries with 50,000,000 volumes, and one-fourth of these libraries were affiliated with the Library Association and using the system developed by Mr. Dewey. Ninety per cent of the libraries that have been reclassified and virtually all the new libraries started in the last five years are using the system. He divided human knowledge into ten classes, designated by the figures 0 to 9:

0 General Works.	5 Natural Science.
1 Philosophy.	6 Useful Arts.
2 Religion.	7 Fine Arts.
3 Sociology.	8 Literature.
4 Philology.	9 History.

Each of these classes has ten divisions, each division has ten subdivisions, etc.

Mr. Weissenbruch, Secretary of the International Railway Congress, has used the Decimal Classification of Mr. Dewey as a basis for providing a classification for railway literature, and an International Bibliographical Institute has been established at Brussels, where they probably have the most complete railway reference library in the world. With the decimal classification they are able to find anything desired without a moment's delay.

There are several objections to using Mr. Weissenbruch's index in filing correspondence, and many reasons why a new basis should be established. After going over the matter with Mr. Weissenbruch and the International Bibliographical Institute people, the conclusion was reached that the railroad departments ought to be used as a basis, making the sub-divisions in the same manner as Mr. Dewey and Mr. Weissenbruch have done.

RAILROAD CORRESPONDENCE FILE

The following has therefore been used :

o GENERAL.

- oo Miscellaneous.
- o1 Officers and other employes.
- o2 Material and supplies.
- o3 Insurance.
- o7 Relations with Federal, State and Municipal Governments.
- o8 Relations with other roads.

1 EXECUTIVE DEPARTMENT.

- 11 Constitution and By-Laws.
- 12 Charter.
- 13 Lines Owned.
- 14 Lines Controlled.
- 15 Lines Operated.

2 FINANCE AND ACCOUNTS.

- 21 Finance.
- 22 Accounts.

3 ROADWAY AND STRUCTURES.

- 30 Roadway and Structures—General.
- 31 Right of way.
- 32 Crossings and Highways.
- 33 Roadbed.
- 34 Tracks.
- 35 Buildings.
- 37 Docks, Wharves and Landings.

4 EQUIPMENT AND SHOPS.

- 40 Equipment—General.
- 41 Rolling Stock.
- 42 Floating Equipment.
- 43 Shops.

RAILROAD CORRESPONDENCE FILE

5 TRANSPORTATION AND STORAGE.

- 50 Transportation and Storage—General.
- 51 Tracks and Terminals—Working.
- 52 Trains.
- 53 Locomotives—Utilization of.
- 54 Cars—Utilization of.
- 56 Safety measures, Signals.
- 57 Telegraph and telephones.
- 58 Accidents.

6 TRAFFIC.

- 60 Traffic—General.
- 61 Passenger traffic.
- 62 Freight traffic.
- 63 Baggage, handling and transportation of.
- 64 Mail, transportation of.
- 65 Express, transportation of.

9 LOCAL FACILITIES AND AFFAIRS.

No. 6, for example, is sub-divided as follows:

- 60 Traffic, Rates, etc., general.
- 61 Passenger traffic.
- 62 Freight traffic.
- 63 Baggage.
- 64 Mail.
- 65 Express.

No. 62 is sub-divided as follows:

- 620 Freight traffic, general.
- 621 Products of agriculture.
- 622 Animals and animal products.
- 623 Products of mines.
- 624 Products of the forest.
- 625 Manufacturing.

RAILROAD CORRESPONDENCE FILE

No. 621 is sub-divided into:

- 621.1 Canned and bottled goods.
- 621.2 Groceries.
- 621.3 Grain and grain products.
- 621.4 Fruits and Vegetables.
- 621.5 Tropical Products.
- 621.6 Nuts.
- 621.9 Other.

No. 621.3 is sub-divided into:

- 621.301 Seeds.
- 621.302 Hay.
- 621.303 Straw.
- 621.304 Brooms and broom corn.
- 621.305 Flax, Hemp and Jute.
- 621.31 Wheat.
- 621.32 Corn.
- 621.33 Oats.
- 621.34 Rye.
- 621.39 Other Grains.

The Naught is used in all cases to represent general subjects; therefore, 620—Freight Traffic—is sub-divided into:

- 620.1 Freight Rates.
- 620.2 Weighing and Inspection.
- 620.3 Routing and Billing.
- 620.4 Soliciting Freight Traffic.
- 620.5 Loading and Handling.
- 620.6 Milling in transit.
- 620.7 Freight Bills, collection and credit.
- 620.8 Freight Claims.

Each of these classes can be further sub-divided; showing how easily the system can be applied to the most varied of subjects.

Owing to the fact that correspondence relating to local matters in any one town almost invariably combines two or more subjects, No. 9 has been used for providing a number for each station on the Lines, the idea being that so far as possible correspondence will be filed

RAILROAD CORRESPONDENCE FILE

according to location. The correspondence in connection with improvements in the passenger station at Cheboygan, for instance, also covers improvements to the freight station, the opening and closing of public streets, removal of the shops, elevation of tracks, additional crossing watchmen, belt line around the town, entrance of other railroads, etc. It is hard to determine just in what way any of these matters will come up in the future and a number could hardly be provided in any other way that would take care of all of them.

All topics printed in black-face type in the index are further divided in tables where one may see the sub-heads. These numbers should be looked up in the full tables of sub-sections.

*The advantages of the Decimal System as applied to correspondence files are:

1. It can be applied with ease to the most varied subjects and the most minute details can be classified by a few figures which represent their relationship, and show their dependence upon or subordination to one another.
2. When any new topic arises it is always closely related to some existing head, and combining it with the nearest head by adding a decimal place makes abundant room for the new comer. The system is thus capable of unlimited expansion, and can never break down for lack of room for growth.
3. Not only are all papers sought bound together but the most nearly allied subjects precede and follow, they in turn being preceded and followed by other allied subjects as far as practicable.
4. Correspondence on allied subjects are sure to be separated, sooner or later, in every file arranged on the common plan, unless it be frequently re-arranged and re-indexed, and the great amount of labor involved renders this impracticable and very undesirable.
5. Our small Arabic numbers are made to tell of each letter or batch of correspondence both what it is and where it is.

* Decimal Classification.—Dewey.

RAILROAD CORRESPONDENCE FILE

6. While the total file numbers recommended is quite large, as a matter of fact the file can be said to consist of but ten numbers, viz., 0 to 9 inclusive; the other numbers being sub-divisions of these ten general heads for the convenience of the File Clerk in placing the papers in the file in a systematic manner so they can be quickly located when wanted.
7. Correspondence can be readily located without reference to the subject index.

SUBJECT INDEX. The practice has been to use a book for providing an index to the file numbers, but owing to the creation of so many new numbers—making it impossible to ever have an index in perfect condition and making it necessary to frequently rewrite it—a more elastic index has long been regarded as necessary. With the common systems of numbering, the card index affords the best solution of the difficulty, permitting of the addition of new subjects at any time without in any way distorting the original arrangement of the subjects and file numbers. The card index has now been in use long enough to thoroughly demonstrate its many advantages over other systems. All advantages secured by the decimal classification with regard to filing papers apply with equal force to the card system for indexing subjects.

Its use tends to minimize the imperfections of the old systems of numbering files; for instance, while in one year 1,000 numbers would be created on a road for accidents and it would be practically impossible to group these in a subject book, by the use of the card index all entries covering accidents are brought together, though requiring no less than 100 cards per annum and 1,000 cards for ten years. It would greatly facilitate matters to sub-divide the general subject of accidents by filing together all reports of accidents occurring within certain territory or on one Division, and arranging the same in date order.

It is believed the correspondence of any Railroad Office can be filed under the subjects herewith, and that no further index is necessary provided care be exercised to see that cross references are made; for instance, while correspondence relating to legislation in Texas about right-of-way fences would be filed in .07, because correspondence relating to color of signals, number of men per train and other bills before

RAILROAD CORRESPONDENCE FILE

the Legislature of that State would be reported on in the same letter, reference to these items should be made in the file numbers assigned to the various subjects.

RECORD OF CORRESPONDENCE.

Growing out of the imperfections of the present system many roads use what is known as the "Record of Correspondence," being a complete record of every letter passing in and out of the office. Like the "large car," it may be said to have been made to "beat the rule, instead of to meet the rule."

Under the present system it is made necessary because—

- A. There is no systematic classification of file numbers, and owing to duplication, etc., spoken of above, some index is needed to determine in which of a dozen or more files a particular batch of correspondence has been placed.
- B. The book subject index is seldom up-to-date.
- C. Correspondence is constantly being sent out of the office (either handed to some one or forwarded with pencil notation) without the File Clerk being given an opportunity to secure a record of it.
- D. Correspondence is held out of the files owing to delay in making reply to letters received.
- E. Carbon copies of letters forwarded are not filed until an answer to them has been received.

These conditions, however, can be eliminated:—

- a and b. By adopting the decimal classification of numbers.
- c. By writing a letter instead of handing a batch of correspondence to some one for his information or for additional data.
- d. This is only serious when considered in connection with "c," it then being necessary to go over all the papers on the desks in order to determine whether the correspondence is in the file or has been handed to some other Officer.

RAILROAD CORRESPONDENCE FILE

- e. By making an additional copy of each letter requiring an answer. For this a special second sheet should be provided and stamped "Copy" or "Awaiting a Reply."

With the introduction of a systematic file system in the Division Superintendents' Offices on one of the more important lines, they discontinued taking a record of correspondence, and the taking of impression copies of out-bound mail. In one of the General Offices where such a record is kept, they have not had occasion to refer to it during the past two years, thus indicating that, with a systematic arrangement of numbers and a satisfactory index to the subjects, the continuance of the "Record of Correspondence" is not justified.

The time now devoted to keeping up the Record of Correspondence can be utilized to advantage in other work.

The State Railways in one of the countries on the Continent undertook to keep a record of all correspondence passing between any two or more Departments, or going to or coming from one of the Railway Ministers, and established a bureau for this purpose. Originally but one book was used, but finding considerable difficulty in locating just what was wanted another book was started for "Important Correspondence" and afterwards a book for "Very Important Correspondence," and so on, until now they have six or eight books, one of them being devoted entirely to correspondence to and from the Railway Ministers. The man in charge of the Record Bureau determines in which book each letter will be recorded.

They have given up the idea of recording all correspondence and record only about one-half of it, also determined by the man in charge of the Record Bureau. A number is stamped on each letter as it is recorded but it has no reference to the file number. If a letter be received today it may be numbered 5,651,420, while if tomorrow a letter on the same subject is received it will be numbered 5,652,000, depending upon the number of letters received in the interim, and if an inquiry be made regarding an entry in the record they go over first one book, then another, and so on until it is located, or failing to find it, they decide it was not of sufficient importance to justify entry in the record. There is little, if any, merit in the system, and it certainly does not warrant the expense of twelve or fifteen clerks.

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GENERAL. The work can be greatly facilitated by dividing the file into two parts—a “working file” and a “storage file”—the subjects and numbers being the same for both, the correspondence on each subject for one year constituting a volume.

At the end of, say 1900, the correspondence for the year 1899 in the working file would be transferred to the storage file, a year later the correspondence for the year 1900 would be transferred, and so on—all the correspondence for at least the last year being in the working file. In transferring from the working to the storage file, advantage should be taken of the opportunity thus afforded to destroy such papers, documents, correspondence, statements, etc., as have no further value. Officers having charge of construction work will find it possible to destroy from 75 to 90 per cent of the correspondence relating to work after the contracts have been entered into and the work completed and accepted.

It is very desirable that so far as practicable each letter be confined to a single subject. When two or more subjects are contained in one letter a note should be placed in the file represented by the minor subject indicating in what file the correspondence can be found.

If the correspondence be filed flat as recommended, a file wrapper can be provided by folding a sheet of paper twice the size of the ordinary letter-head, providing space on the back thereof for the file number and the subject.

Care should be exercised in the selection of a File Clerk with a view to securing a competent, intelligent and trustworthy person, and he should be entrusted with the opening of all letters excepting those marked “Personal,” “Private” or “Confidential.” He should have at least one year’s prior experience in the office as Stenographer or Clerk in some capacity which permits of his becoming familiar with the various subjects covered by the current correspondence. The service could be further improved by requiring the various File Clerks to periodically attend meetings for the purpose of discussing any questions which may arise; and, in this connection, it might be well to conduct an examination similar to the examination of Trainmen on the Book of Rules.

Where possible to do so, advantage has been taken of the Decimal Classification perfected by Mr. Dewey and the Library Bureau.

RAILROAD CORRESPONDENCE FILE

Mr. Weissenbruch and the President and Secretary of the International Bibliographical Institute have rendered great assistance, and I am also under many obligations to the Officers and Clerks on the Pennsylvania Lines for their interest, encouragement and help.

A DECIMAL CLASSIFICATION
FOR
INDEXING

RAILWAY CORRESPONDENCE AND RECORDS

- 0 General.
- 1 Executive.
- 2 Finance and Accounts.
- 3 Roadway and Structures.
- 4 Equipment and Shops.
(Maintenance of Shops, see Section 3.)
- 5 Transportation and Storage.
- 6 Traffic, Rates.
- 7
- 8
- 9 Local Facilities and Affairs.

RAILROAD CORRESPONDENCE FILE

000 General.

- 001** Associations, miscellaneous.
- 002** Statistics, general.
- 003** Books and periodicals, newspapers, etc.
 - 003.1** Information for publication.
- 004** Correspondence.
 - 004.1** Manner of handling.
 - 004.2** Requests for replies.
 - 004.3** Filing.
- 005** Addresses.
- 007** Meteorology.
 - 007.1** Weather Reports.
- 008** Bacteriology.

- 010** Officers and other Employes.
- 020** Material and Supplies.
- 030** Insurance.

- 040**
- 050**
- 060**
- 070** Relations with Federal, State and Municipal Governments.
- 080** Relations with other Railroads.

- 090**

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RAILROAD CORRESPONDENCE FILE

012 Wages and salaries.

012.01 Monthly allowance for expenditures for wages and salaries.

012.02 Piece work.

012.1 Salaries of employees.

012.11 Salaries of officers.

012.12 Salaries of clerks to officers.

012.13 Salaries of other monthly men.

012.2 Daily, hourly and trip rates.

012.21 Wages, Station labor.

012.22 Wages, M. of W. employes.

012.23 Wages of shop and other M. of E. employes.

012.25 Wages of men in train and yard service.

012.29 Wages of other men.

012.3 Hours of labor.

012.31 Overtime.

012.32 Leave of absence, vacations.

012.33 Night work.

012.34 Holidays, Observance of.

012.35 Sundays, Working on.

012.37 Laws regulating hours of labor.

013 Labor organizations, strikes, grievances.

013.1 Strikes—Miscellaneous.

013.101 Strikes as a problem, opinions on, etc.

013.102 Boycotts.

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013.2 Labor organizations.

013.201 Number of employes members of orders.

013.202 Employes wearing lodge badges.

013.21 Brotherhood of Locomotive Engineers.

013.22 Brotherhood of Locomotive Firemen.

013.23 Brotherhood of Railroad Trainmen.

013.24 Order of Railroad Conductors.

013.25 Order Railway Telegraphers.

013.26 American Railway Union.

013.27 American Railway League.

013.28 Association of Station Agents.

013.29 Other Labor Organizations.

013.291 Railway Loyal League.

013.292 Railway and Telegraph Employes Political League.

013.293 Trackmen's Union.

RAILROAD CORRESPONDENCE FILE

020

014 Minors and women—Employment of.

030

014.1 Minors' release.

070

080

018 General matters.

100

018.1 Morals.

120

018.11 Use of intoxicating liquors.

200

018.2 Appearance of employes.

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018.21 Uniforms for employes.

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018.3 Hygiene.

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018.31 Vaccination of employes.

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RAILROAD CORRESPONDENCE FILE

020 Material and Supplies—General.

- 020.01 Catalogues.
- * 020.1 Specifications.
- 020.11 Inspections, tests, analyses, etc.
- 020.2 Material and supplies on hand.
 - 020.21 Inventory of material and supplies.
 - 020.22 Depreciation of value of stock.
 - 020.23 Surplus material—disposition of.
 - 020.24 Scrap.
- 020.3 Stock account (classification of materials).
- 020.4 Methods of handling and storing material.
- 020.5 Orders, requisitions, manner of handling, etc.
 - 020.51 Rebates on material.
- 020.6 Material for other Companies and individuals, orders for, etc.

021 Building material and supplies.

- 021.1 Lumber.
- 021.2 Brick, stone, sand, etc.
- 021.3 Lime and cement.
- 021.4 Paints and varnishes.
- 021.5 Glass.
- 021.6 Hardware.
- 021.7 Tile.
- 021.9 Other building material.

022 Heating and lighting material.

- 022.1 Heating material.
 - 022.11 Stoves and stove material.
 - 022.12 Steam heat apparatus and supplies.
 - 022.13 Water heating apparatus and supplies.
 - 022.14 Electrical heating apparatus and supplies.
 - 022.19 Other heating materials.
- 022.2 Lighting material.
 - 022.21 Lamps.
 - 022.211 Electric.
 - 022.212 Oil.

*When relating to any particular material, correspondence should be filed under number assigned to it.

RAILROAD CORRESPONDENCE FILE

020

022.213	Gas.	030
022.214	Carburettor.	070
022.219	Other lamps.	080
022.22	Lanterns.	100
022.23	Illuminants.	
022.231	Gas.	120
022.232	Oil.	200
022.233	Gasoline.	210
022.24	Lamp and lantern supplies.	220
022.241	Burners.	300
022.242	Wicks.	
022.243	Chimneys.	310
022.244	Shades.	
022.245	Globes.	320
022.246	Frames.	330
022.247	Lenses.	340
022.249	Other lamp and lantern supplies.	350

023 Fuel for Company use.

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023.1 Bituminous coal.

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023.2 Anthracite coal.

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023.3 Wood and charcoal.

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023.4 Coke.

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023.5 Gas.

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023.6 Oil.

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023.9 Other (Miscellaneous).

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024 Metals.

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024.1 Cast iron.

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024.11 Iron castings.

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024.2 Wrought iron.

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024.21 Wrought iron forgings.

RAILROAD CORRESPONDENCE FILE

- 024.3 Steel.
 - 024.31 Steel castings.
 - 024.32 Steel forgings.
- 024.4 Springs.
- 024.5 Alloys.
 - 024.51 Brass.
 - 024.52 Bronze.
 - 024.53 Solder.
 - 024.54 Bearing material.
- 024.6 Minor metals, copper, tin, lead, zinc, antimony, etc.
- 024.7 Bolts, nuts, rivets, screws, cotters, nails.
- 024.8 Forgings.
- 024.9 Other.
 - 024.91 Wire.
 - 024.911 Iron wire.
 - 024.912 Copper wire.
 - 024.913 Cables.
 - 024.92 Chain.

025 Office supplies.

- 025.1 Furniture.
 - 025.11 Desks.
 - 025.12 Chairs.
 - 025.13 Sofas.
 - 025.14 Tables.
 - 025.15 Filing cabinets.
 - 025.16 Book cases.
 - 025.17 Safes.
 - 025.19 Other office furniture.
- 025.2 Stationery.
 - 025.21 Blank forms and blank books.
 - 025.211 Printing.
 - 025.212 Numbering.
 - 025.213 Binding books.
 - 025.22 Circulars and miscellaneous printing.
 - 025.221 Passenger tariffs—Printing.
 - 025.222 Freight tariffs—Printing.
 - 025.223 Stock, bonds and mortgages—Printing.
 - 025.224 Tickets and cash fare checks—Printing.
 - 025.225 Time Tables—Printing.

RAILROAD CORRESPONDENCE FILE

025.23	Duplicating apparatus and material.	030
025.231	Typewriters and typewriter supplies.	070
025.232	Carbon paper.	080
025.233	Mimeograph, hektograph, stylograph, dausacme, neostyle, etc.	100
025.234	Copying presses.	120
025.235	Photographic supplies.	200
025.24	Stationery supplies.	210
025.241	Drawing material.	220
025.242	Stamps, postage.	300
025.243	Stamps—Rubber and dating.	
025.5	Office decorations and fittings.	310
025.51	Carpets, matting, oil cloth, etc.	320
025.52	Wall paper.	330
025.53	Photographs and pictures.	
025.9	Other office material.	340
		350
026	Machinery and tools. (See also 361 and 431.)	370
026.1	Engines.	400
026.11	Stationary.	410
026.12	Hoisting.	420
026.19	Other engines.	
026.2	Boilers.	430
026.3	Track tools.	500
026.31	Ballast forks.	510
026.32	Ballast unloaders.	520
026.33	Picks.	
026.34	Rail benders.	530
026.35	Rail tongs.	540
026.39	Other track tools.	
026.4	Hand Tools.	560
026.41	Hatchets, hammers, etc.	570
026.42	Saws.	580
026.43	Shovels.	600
026.44	Handles.	
026.45	Vises.	10
026.46	Files.	
026.49	Other hand tools.	620
		640
		650
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RAILROAD CORRESPONDENCE FILE

026.5 Drills.

- 026.51 Twist.
- 026.52 Track.
- 026.53 Upright.
- 026.54 Pneumatic.
- 026.55 Bits.
- 036.551 Auger.
- 026.552 Machine.
- 026.56 Braces.

027 Conducting transportation, material and supplies.

027.01 Ice.

- 027.1 Dining cars and restaurants.
- 027.11 Culinary supplies.
- 027.12 Knives and forks.
- 027.13 Dishes.
- 027.131 China and glassware.
- 027.14 Groceries, meats, etc.
- 027.19 Other dining car supplies.

027.2 Telegraph and Telephone supplies.

- 027.21 Telegraph and telephone wire.
- 027.22 Battery Material.
- 027.221 Blue vitriol.
- 027.222 Sulphate of copper.
- 027.223 Zinc.
- 027.224 Battery jars.
- 027.229 Other battery material.
- 027.23 Telegraph instruments.
- 027.24 Telephone instruments.

027.3 Train supplies.

- 027.31 Fusees and torpedoes.

027.9 Other C. T. material and supplies.

029 Other material and supplies.

029.1 Car and Locomotive trimmings and fixtures, fittings.

- 029.11 Car Trimmings.
- 029.111 Basket racks. (See also 412.45.)
- 029.112 Bell cord.
- 029.113 Upholstering material.

RAILROAD CORRESPONDENCE FILE

029.12	Window Fittings. (See also 412.3).	030
029.121	Sash lifts.	070
029.122	Sash balances.	080
029.123	Sash stops.	100
029.124	Curtains.	120
029.125	Screens.	200
029.13	Door fittings.	
029.14	Locomotive fittings.	210
029.19	Other locomotive and car material.	220
029.2	Cleaning compounds and appliances.	
029.21	Soap.	300
029.22	Modoc and other compounds.	
029.23	Brooms.	310
029.24	Dusters.	320
029.25	Wiping cloths.	330
029.26	Sponges.	
029.29	Other cleaning material.	340
029.3	Leather and rubber goods.	350
029.31	Leather goods.	
029.32	Belting.	370
029.321	Belt lace.	400
029.33	Rubber goods.	410
029.34	Hose.	420
029.341	Air.	
029.342	Tank.	430
029.343	Steam heat.	500
029.344	Signal.	510
029.345	Fire.	520
029.346	Garden.	530
029.349	Other.	
029.5	Dry goods.	540
029.51	Duck.	
029.52	Bunting.	560
029.7	Lubricants, packing and waste.	570
029.701	Handling of.	580
029.71	Packing.	600
029.72	Waste.	10
029.73	Lubricants—Supply of.	
029.731	Orders and contracts.	620
		640
		650
		900

RAILROAD CORRESPONDENCE FILE

- 029.8 **Plumbing supplies, pipe, etc.**
 - 029.81 **Pipe.**
 - 029.811 Wrought iron pipe.
 - 029.812 Cast iron pipe.
 - 029.813 Sewer pipe.
 - 029.82 **Fittings.**
 - 029.83 **Coverings.**
 - 029.84 **Tools—plumbers'.**
 - 029.89 **Other plumbing material.**
- 029.9 **Other material (Miscellaneous).**
 - 029.91 **Rope and cordage.**
 - 029.92 **Baskets.**
 - 029.93 **Seeds.**
 - 029.94 **Pumps.**
 - 029.95 **Pulleys.**
 - 029.96 **Chemicals and drugs.**
 - 029.961 Acids.
 - 029.962 Disinfectants.
 - 029.963 Laboratory supplies.
 - 029.97 **Fire extinguishers.**
 - 029.99 **Miscellaneous.**

RAILROAD CORRESPONDENCE FILE

	030
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030	Insurance.
030.1	Fire protection.
030.2	Inspection by Insurance Department.
030.3	Rates.
030.4	Insurance schedule.
033	Insurance, Roadway and Structures.
034	Insurance, Equipment.
034.1	Insurance, Locomotives and cars.
034.2	Insurance, Marine.
035	Insurance, Freight stored and in transit.
035.1	Insurance, Freight in warehouses.
035.2	Insurance, Freight in cars.
038	Relations with Insurance Companies.
038.1	Board of Fire Underwriters.
038.2	Salvage Corps.
039	Losses by fire.
NOTE.—Papers relating to losses by fire should be filed geographically, using box for each Division or System and file wrapper for each town or city.	
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RAILROAD CORRESPONDENCE FILE

070 Relations with Federal, State and Municipal Governments.

- 070.1 Government control of Railways.
- 070.2 Interstate Commerce Commission.
 - 070.21 Jurisdiction.
 - 070.22 Reports.
- 070.3 Court Calendars.
- 070.4 Witnesses.
 - 070.41 Witness fees.
- 070.5 Juries.
- 070.6 Summonses.
- 070.7 Injunctions.

071 Laws—Federal and State.

- 071.1 Enforcement of.
 - 071.11 Police service.

072 Ordinances—City.

(Correspondence regarding ordinances in any particular town or city should be filed in Section 9.)

073 Taxes and Assessments.

- 073.1 State Boards of Equalization.
- 073.2 Appraisement of Property for Taxation.
 - (File geographically.)

074 Patents and Copyrights.

075 Claims and Complaints—Miscellaneous.

RAILROAD CORRESPONDENCE FILE

	070
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080	Relations with other Transportation Companies.
080.1	Competition of.
081	Steam Railroads (other Lines).
082	Car Ferries and Steamboat Lines.
083	Traction, Trolley and Street Railways.
	350
	370
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RAILROAD CORRESPONDENCE FILE

100 Executive Department.
110 Constitution and By-Laws.
120 Charter and Letters-patent.

RAILROAD CORRESPONDENCE FILE

	100	
	120	
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	210	
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100	Executive Department.	300
110	Constitution and By-Laws.	310
110.1	Jurisdiction, duties, etc., of officers.	320
110.1	Execution of agreements.	330
110.2	Corporate Seal.	340
110.2		350
111	Stockholders.	370
111.01	Meetings.	400
112	Board of Directors.	410
112.01	Meetings.	420
112.1	Executive Committee.	430
112.2	Finance Committee.	500
112.9	Other Committees.	510
112.9		520
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RAILROAD CORRESPONDENCE FILE

- 120 Charter and Letters-patent.
- 130 Lines owned.
- 140 Lines controlled.
- 150 Lines operated.

NOTE.—Separate wrapper should be used for each road, and arranged in alphabetical order.

RAILROAD CORRESPONDENCE FILE

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200	Finance and Accounts.
210	Finance.
220	Accounts.
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RAILROAD CORRESPONDENCE FILE

200 Finance and Accounts—General.

- 200.01 Statistics—Treasury and Auditing Departments.
- 200.02 Associations—Treasury and Auditing Departments.
- 200.1 **Drafts.**
 - 200.101 Manner of drawing.
 - 200.11 Foreign Lines vs. Home Lines.
 - 200.12 Home Lines vs. Foreign Lines.
- 200.2 Receiverships.
- 200.3 Mercantile Agencies.
- 200.4 Annual reports.

210 Finance (Treasury Department.)

211 Capital Stock.

- 211.01 Record of stock transfers.
- 211.02 Stock register.
- 211.03 Listing stock on Stock Exchange.
- 211.04 Retiring.
- 211.1 Common.
- 211.2 Preferred.
- 211.3 Voting Trust Certificates.
- 211.9 Other.
 - 211.91 Subsidiary Companies—Stock of.
 - 211.92 Other Railroads—Stock of.
 - 211.94 Miscellaneous Corporations—Stock of.

212 Bonds and Mortgages.

- 212.01 Record of transfer.
- 212.02 Bond register.
- 212.03 Listing on Stock Exchanges.
- 212.04 Retiring.
- 212.05 Redemption.
- 212.06 Interest.
- 212.1 Mortgages and Mortgage Bonds.
 - 212.11 Prior Lien.
 - 212.12 First mortgage.
 - 212.13 Second mortgage.
 - 212.14 Third mortgage.

RAILROAD CORRESPONDENCE FILE

212.2	Collateral Bonds.	
212.3	Debenture Bonds.	
212.4	Equipment Bonds.	
212.5	Income Bonds.	
212.8	Indemnity and Surety Bonds.	
212.81	Indemnity Bonds given by Company.	
212.811	Bonds filed with U. S. covering bonded freight.	210
212.812	Bonds filed in condemnation proceedings.	220
212.82	Surety Bonds.	
212.821	Employes Bonds.	300
212.821.1	Premiums on.	
212.822	Bonds from Grain Elevators.	310
212.9	Other.	
212.91	Subsidiary Companies—Bonds of.	320
212.92	Bonds of other R. R. Companies.	330
212.93	Bonds—Federal and Municipal.	340
212.94	Bonds—Miscellaneous Corporations.	350
213	Floating debt.	
214	Sinking fund.	
215	Interest-bearing securities.	
216	Loans.	
217	Banks and Banking.	
217.01	List of officers.	
217.1	Depositories.	
217.2	Deposits.	
217.201	Interest on.	530
217.21	Special cash deposits.	540
217.3	Balances.	
217.31	Signature to statement of balance.	560
217.4	Remittances.	
217.401	Express rates on.	570
217.41	Agents depositing money.	580
217.42	Failure to make remittances promptly.	600
		10
		620
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RAILROAD CORRESPONDENCE FILE

218 Employees' Accounts, Wages, etc.

- 218.1 Personal expenses (Personal expense bills, see 220.122).
- 218.2 Board bills.
- 218.3 Shortages—Forgeries.
 - 218.31 Agents.
 - 218.32 Conductors.
 - 218.39 Others.
- 218.4 Examination of Employees' Accounts.
 - 218.41 Agents.
 - 218.42 Conductors.
 - 218.49 Others.
- 218.6 Wages of Employees.
 - 218.61 Methods of Paying Employees.
 - 218.611 Identification of employees while paying.
 - 218.62 Employees assigning wages.
 - 218.63 Deductions on Pay Roll.
 - 218.631 Deductions account of Insurance.
 - 218.632 Deductions account of Uniforms.
 - 218.633 Deductions account of Board.
 - 218.634 Deductions account of Educational Societies.
 - 218.635 Deductions account of Lodge and other Dues.
 - 218.639 Other Deductions.
 - 218.68 Claims for wages due.

RAILROAD CORRESPONDENCE FILE

220 Accounts—General.

220.01	Auditing accounts.	220
220.011	Auditing committee.	
220.02	Accounts—distribution of—rulings.	
220.1	Bills and Vouchers.	
220.101	Manner of handling and preparing.	
220.102	Approval of.	
220.11	Bills Receivable.	
220.111	Distribution of credit.	
220.12	Bills Payable—Vouchers.	
220.120.1	Lost.	
220.121	Distribution of charge.	
220.122	Personal expense bills.	
220.123	Check rolls.	
220.123.1	Method of compiling, approval of, etc.	
220.123.2	Rolls on which to carry employees.	
220.123.3	Method of computing and keeping time.	

221 Classifications of Accounts.

221.1	Working Expense Accounts.	370
* 221.11	Maintenance of Way and Structures accounts.	
* 221.12	Maintenance of equipment accounts.	
* 221.13	Conducting transportation accounts.	
* 221.2	General Expense Accounts.	
* 221.3	Open Accounts.	
* 221.4	General Ledger Accounts.	
221.5	Construction Accounts.	
221.7	Real Estate Accounts.	

NOTE.—Where desired, correspondence relating to sub-accounts can be separated by enclosing in brackets, the number assigned the same in the Book of Disbursement Accounts issued by the Accounting Department—viz., 221.11 (1 Repairs of Roadway, 212.13 (26 Train Service, etc.

230 Expenses.

230.1	Reduction in.	400
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231 Expenses of Executive Department.

231.1	General Office expenses.	620
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RAILROAD CORRESPONDENCE FILE

- 232 Expenses of Treasury and Auditing Departments.
- 233 Expenses of Maintenance of Way Department.
- 234 Expenses of Maintenance of Equipment Department.
 - 234.1 Locomotive expenses.
 - 234.2 Passenger car expenses.
 - 234.21 Clearing house for passenger car expenses.
 - 234.3 Freight car expenses.
 - 234.31 Freight car repair pool.
- 235 Expenses of Transportation Department.
- 236 Expenses of Traffic Department.

RAILROAD CORRESPONDENCE FILE

	300
300	Roadway and Structures.
310	Right of Way.
320	Crossings.
330	Roadbed.
340	Tracks.
350	Buildings.
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370	Docks, Wharves, Landings.
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RAILROAD CORRESPONDENCE FILE

300 Roadway and Structures.

300.01 Maps, Drawings, Plans.

300.011 Uniformity in coloring maps and drawings.

300.012 Property maps.

300.013 Profiles.

300.019 Other maps.

300.1 Associations.

300.12 National.

300.121 American Society Civil Engineers.

300.13 Associations formed by Company for benefit of M. W. Employes.

300.131 Association Engineers Maintenance of Way. (Division Engineers.)

300.2 Statistics.

300.3 Condition of Roadbed and Structures—Programs for renewals, etc.

300.31 Cleaning shops, yards, right of way, etc.

300.32 Painting.

300.321 Painting instructions, standard colors, etc.

300.33 Repairs of shops, etc.

301 Fences.

301.01 Specifications for fencing.

301.03 Fence program.

302 Signs.

302.1 Mile Posts.

302.9 Other Signs.

RAILROAD CORRESPONDENCE FILE

310 Right of Way.

310.1 Surveys—Re-surveys—Reconnaissance.

311 Purchase and Sale of Right of Way.

311.1 Purchase of Right of Way.

311.11 Incur no obligation when purchasing property.

311.2 Sale of property.

312 Lease of Right of Way.

312.01 Leases and licenses.

312.1 Leases.

312.11 Oil and gas privileges and leases.

312.12 Other leases.

312.2 Licenses.

312.21 Oil, gas, steam, water and other pipe line crossings.

312.22 Telegraph, telephone, electric light and other wire line crossings.

313 Encroachments on Right of Way.

313.1 Fencing property to prevent adverse possession.

313.2 Ejecting encroachers, squatters.

314 Drainage.

314.1 Ditches.

314.2 Embankments, Sodding, Sloping, Planting Trees.

314.23 Trees, planting along right of way.

314.3 Drainage of abutting property.

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RAILROAD CORRESPONDENCE FILE

320 Crossings.

321 Protection of Crossings at Grade.

- 321.1 Cattle guards
- 321.2 Crossing bells.
- 321.3 Crossing signs and whistle posts.
- 321.4 Crossing gates and watchmen.
- 321.5 Lighting of.
- 321.6 Interlockings.
 - 321.601 Standards, specifications, etc.
 - 321.602 Condition, inspection, etc.
 - 321.603 Maintenance.
 - 321.607 Standard agreement.
- 321.61 Mechanism.
 - 321.611 Tower.
 - 321.612 Semaphore posts and arms.
 - 321.613 Levers.

322 Abolition of crossings at grade—Overhead and under-grade crossings.

323 Highway crossings.

- 323.1 Standard highway crossing.
- 323.2 Street and sidewalk improvements, paving, etc.
- 323.3 Opening and closing streets across right-of-way.
- 323.4 Private road crossings.
- 323.5 Stopping trains on crossings.
- 323.6 Rights of funerals at crossings.

324 Steam Railroad crossings.

- 324.1 Standard Railroad crossings.

325 Electric and Street Railway crossings.

NOTE.—Correspondence relating to a particular crossing should be filed under Section 9.

RAILROAD CORRESPONDENCE FILE

330 Roadbed.

330.1 Standard roadbed.

330.2 Condition of.

331 Roadbed Structures.

331.01	Specifications.	
331.02	Clearance dimensions.	
331.03	Renewal and sale of.	
331.04	Inspection and preservation.	
331.05	Protection.	
331.06	Masonry.	
331.061	Specifications.	320
331.062	Inspection.	330
331.063	Maintenance.	
331.064	Design.	340
331.1	Bridges.	350
331.101	Amount and length of bridging on American roads.	
331.102	Bridges—Numbering.	
331.11	Specifications.	370
331.12	Inspection.	400
331.121	Mill inspection.	410
331.122	Shop inspection.	420
331.123	Field inspection.	
331.13	Bridge program, renewals, repairs, etc.	430
331.131	Bids.	500
331.132	Contracts.	510
331.14	Design.	520
331.140.1	Guard Rails.	
331.141	Stresses.	530
331.142	Loading capacity.	540
331.143	Length of span.	
331.144	Movable bridges—Draw, rolling, etc.	560
331.145	Overhead and subgrade.	
331.15	Erection and removal.	570
331.16	Shipment and delivery.	580
331.2	Culverts.	600
331.21	Pipe Culverts.	610
331.22	Brick Culverts.	
331.23	Stone Culverts.	620
331.29	Other Culverts.	

RAILROAD CORRESPONDENCE FILE

331.3 Tunnels.

- 331.31 Cross-section.
- 331.311 Enlarging.
- 331.32 Inspection.
- 331.33 Repairing.
- 331.34 Lining.
- 331.35 Centers and falsework.
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332 Ballast.

- 332.01 Specifications.
- 332.02 Ballast, where to purchase, cost of, etc.
- 332.03 Removal of dust, weeds, etc. use of oil.
- 332.04 Ballast program.
- 332.1 Crushed stone ballast.
- 332.2 Gravel ballast.
- 332.3 Furnace cinders, slag, etc.—Use as ballast.

RAILROAD CORRESPONDENCE FILE

340 Tracks.

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340.2	Track Labor.	350
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340.35	Line and surface.	400
340.4	Track Inspection.	420
340.401	Prizes for best section of track.	430
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340.49	Other track inspections.	500
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340.52	Curves—alignment.	550
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340.61	Gage.	590
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340.7	Track elevation.	620

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341.04	Life of ties.	450
341.041	Tie plates.	500
341.042	Preservation of ties.	510
341.043	Marking ties.	520
341.05	Laying—number per rail, etc.	530
341.1	Bridge ties.	550
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342.011	Section of rails, weight.	580
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342.013	Rail tests.	610
342.02	Inspection.	620
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RAILROAD CORRESPONDENCE FILE

342.1 Wear and Breakage of Rails.

342.11 Broken rails.

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342.121 Rails—re-sawing.

342.122 Rails—re-rolling.

342.123 Lubricating Rail on curves.

342.2 Laying Rails.

342.21 Practice, rules for and cost of laying rails.

342.22 Rails, spacing at joints.

342.4 Rail Fastenings.

342.41 Rail Joints.

342.411 Joints, effect on cost of maintenance of track.

342.42 Bolts, nuts and nut-locks.

342.43 Rail braces.

342.44 Creeping of track, anchoring.

342.45 Track spikes.

342.5 Frogs and Switches.

342.501 Specifications.

342.51 Frogs.

342.511 Wear of frogs.

342.512 Blocking and filling frogs.

342.52 Switches.

342.521 Switch stands.

342.522 Switch locks, keys, etc.

342.523 Derails and derail switches.

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345.1 Landslides and washouts.

345.2 Snow and ice.

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346 Main and passing tracks. (See also location Nos.)

347 Yards.

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347.01 Appliances for stopping cars.

347.011 Bumping posts.

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347.013 Track skates for stopping cars.

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RAILROAD CORRESPONDENCE FILE

347.2 Gravity yards.
 347.9 Other yards.
 348 Branch Lines.
 349 Private Sidings—Agreements, Division of Cost, etc.
 349.1 Sidings to Mines, Policy regarding construction and maintenance.

RAILROAD CORRESPONDENCE FILE

350 Buildings.

- 350.01 Specifications and plans of buildings.
- 350.02 Inspection.
- 350.1 Repairs to buildings.
- 350.2 Painting buildings.
- 350.3 Heating and ventilation of buildings.
- 350.4 Lighting of Buildings.
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351 Station Buildings and Arrangements.

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- 351.02 Station platforms and sheds.
- 351.03 Ornamentation of station grounds.
 - 351.031 Greenhouses.
- 351.04 Station signs.
- 351.1 Freight House Arrangements.
 - 351.11 Stock pens and chutes.
 - 351.12 Scales and Loading gages.
 - 351.120.1 Scale program.
 - 351.120.2 Testing.
 - 351.120.3 Repairing.
 - 351.120.4 Renewal.
 - 351.120.5 Re-locating.
 - 351.121 Loading gages.
 - 351.122 Track scales.
 - 351.123 Platform scales.
 - 351.124 Scales for cars.

351.2 Passenger Station Arrangements.

- 351.21 Mail cranes.

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- 352.01 Maintenance of engine houses and shops.
- 352.1 Industrial or Shop Railways.
- 352.2 Ash pits.

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 - 353.11 Machinery for fuel stations.
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 - 353.21 Stand pipes.
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 - 353.221 Track tanks.
 - 353.23 Machinery, Pumps, etc.
 - 353.231 Wind pumps for.
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 - 353.24 Water-Supply.
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354 Offices—Buildings, rooms, etc.

359 Other Buildings.

- 359.1 Dwelling houses.
- 359.2 Power houses.
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- 359.31 Standard telegraph tower.
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- 359.6 Tool houses.
- 359.7 Closets and outhouses.

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RAILROAD CORRESPONDENCE FILE

370 Docks, Wharves and Landings.

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373 Harbor Improvements.

373.1 Widening and deepening channel.

374 Machinery.

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RAILROAD CORRESPONDENCE FILE

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420	Floating Equipment.	400
430	Shops.	410
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RAILROAD CORRESPONDENCE FILE

400 Equipment—General.

- 400.01 Drawings, plans, blue prints, etc.
- 400.1 **Associations.**
 - 400.11 American Society Mechanical Engineers.
 - 400.12 American Railway Master Mechanics Association.
 - 400.13 Master Car Builders' Association.
 - 400.14 Car Foreman's Association.
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- 400.2 **Statistics.**
 - 400.21 Equipment records and statements.
- 400.3 **Tests of equipment.**

401 Lubrication.

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 - 401.1 Lubrication of rolling stock (Methods, etc.)
 - 401.2 Lubrication of machinery and tools (Methods, etc.)
 - 401.3 **Lubricating Appliances.**
 - 401.31 Oil cups.
 - 401.32 Oil cans.
 - 401.33 Lubricators and tallow pipes.
 - 401.34 Tools for packing boxes.
- 401.9 **Other (Lubrication miscellaneous).**
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RAILROAD CORRESPONDENCE FILE

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410.021	Inspection of locomotives.	
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410.041	Locomotive program.	
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410.044.1	Locomotives condemned and cut up.	
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410.045	Sale of (including Transfer of Ownership from one Company to another of our own Lines).	
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410.05	Safety appliances.	420
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410.101	Performance of.	510
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410.13	Buffers.	540
410.14	Safety chains.	560
410.2	Brakes.	
410.200.1	Design.	570
410.200.2	Performance	580
410.201	Brake shoes.	600
410.202	Brake levers.	
410.203	Brake beams.	610
410.211	Hand brakes.	
410.211.1	Brake wheels.	620
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- 410.22 Air brakes.
 - 410.220.1 Car brakes.
 - 410.220.2 Locomotive Brakes.
 - 410.220.21 Driver brakes.
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 - 410.221 Air pump.
 - 410.222 Air pipes.
 - 410.223 Air reservoirs.
 - 410.224 Engineer brake valve.
 - 410.225 Triple valve.
 - 410.226 Brake cylinders.
- 410.23 Electric.
- 410.29 Other (Brakes, miscellaneous).
- 410.3 Trucks.
 - 410.301 Passenger car trucks.
 - 410.302 Freight car trucks.
- 410.31 Wheels.
 - 410.311 Passenger wheels.
 - 410.312 Freight wheels.
- 410.32 Axles.
 - 410.321 Passenger axles.
 - 410.322 Freight axles.
- 410.33 Journal boxes, dust guards, bearings, wedges, etc.
- 410.34 Truck bolsters.
- 410.35 Truck springs.
- 410.36 Arch bars and channels.
- 410.39 Other (Trucks, miscellaneous).
- 411 Locomotives.
 - 411.001 Locomotive dimensions, designs and weight.
 - 411.002 Inspection.
 - 411.003 Locomotives, change in construction.
 - 411.009 Locomotives of other lines, reports on, etc.
 - 411.01 Theory of Locomotive.
 - 411.011 Conditions controlling design.
 - 411.012 Adhesion, ratio of tractive power to weight on drivers.
 - 411.013 Theory of Production of Steam.
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 - Saving due to early cut off.
 - 411.014 Combustion in fireboxes.
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411.02	Class of Locomotive.	
411.020.1	Classification register.	
411.021	Passenger locomotives.	
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411.024	Locomotives for special service.	
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411.043	Locomotives, repairs of.	
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411.11	Locomotive Firebox.	
411.111	Grate and ash-pan.	
411.112	Crown sheet.	
411.113	Side sheet.	
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411.161	Safety valve.	530
411.2	Valve Motion.	
411.21	Reverse lever, latch and quadrant.	540
411.22	Reach rod.	
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411.24	Link and block, link hangers.	
411.25	Rocker arm and box and valve rod.	570
411.26	Valves.	580
411.27	Eccentrics, eccentric rods and straps.	600
411.3	Cylinders.	
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411.33	Guides and guide yoke.	620
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RAILROAD CORRESPONDENCE FILE

411.4 Running Gear.

- 411.41 Locomotive Wheels and Tires.
- 411.411 Counterbalances.
- 411.42 Locomotive axles.
- 411.43 Locomotive trucks.
- 411.44 Crank, side and main pins.
- 411.45 Side and main rods.
- 411.46 Locomotive driving boxes and cellars.
- 411.47 Cross heads.
- 411.48 Piston and piston rods.

411.5 Locomotive Frames.

- 411.51 Frames, frame keys and bolts.
- 411.52 Springs and equalizing rigging.
- 411.53 Shoes and wedges.
- 411.54 Pedestal caps.

411.6 Appliances and Accessories.

- 411.601 Furniture and fixtures.
- 411.602 Tools.
- 411.61 Gages: steam, air, steam heat and water.
- 411.62 Cocks and valves, gage cocks, cylinder cocks, blowoff cocks, blower valves.
- 411.63 Sander, sanding appliances.
- 411.64 Injectors, injector pipes, and check valves,
- 411.65 Lamps, cab, waterglass, gage and headlight.
- 411.66 Bell and whistle.
- 411.67 Cabs, running boards, handrails and steps.
- 411.68 Pilot.

411.7 Locomotive Tender.

- 411.701 Classification.
- 411.702 Capacity.
 - Numbering (see 410.01).
 - Condition, repairs, etc. (see 411.04).

411.71 Locomotive Tender Frames.

- 411.711 Trucks.
- 411.72 Tanks.
 - 411.721 Manholes.
 - 411.722 Track water-scoop.
 - 411.723 Tank valves and cocks.

411.9 Other.

RAILROAD CORRESPONDENCE FILE

412

Passenger Equipment Cars.

412.001 Design, dimensions, weight, capacity, etc.

412.002 Inspection.

412.003 Passenger equipment cars—Change in construction.

412.01 Kind of Car (Passenger).

412.011 Coaches.

412.012 Sleeping, parlor, observation.

412.013 Dining, café, buffet.

412.014 Baggage, Mail, Express.

412.014.1 Horse express cars.

412.015 Combination.

412.016 Business and private.

412.017 Hunting car.

412.019 Other passenger equipment cars.

412.02 Heating and Ventilating Passenger Equipment Cars.

412.021 Stoves and hot water heaters.

412.022 Steam heat.

412.023 Ventilators, fans, etc.

412.03 Lighting Passenger Equipment Cars.

412.031 Oil lights.

412.032 Gas lights.

412.033 Electric lights.

412.04 Condition Passenger Equipment Cars

412.041 Cleaning and sanitation.

412.042 Painting and varnishing.

412.043 Repairs.

412.044 Damaged and destroyed.

412.1 Passenger Car Body.

412.11 Floors.

412.111 Stringers and sills.

412.112 Center and striking plates.

412.12 Siding.

412.121 Panels and battons.

412.122 Copper sheathing.

412.13 Roofs.

412.14 Body bolsters.

412.2 Exterior Fixtures and Fastenings.

412.21 Vestibules and hood.

412.22 Passenger car platforms, steps and gates.

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RAILROAD CORRESPONDENCE FILE

412.3 Doors and Windows.

- 412.31 Door locks and fasteners.
- 412.32 Blinds and shades.
- 412.33 Sash balances.
- 412.34 Window guards and screens.

412.4 Interior Furniture and Fixtures.

- 412.41 Passenger car seats.
- 412.42 Toilet.
- 412.421 Closet, hopper, urinals, toilet paper and holders, etc.
- 412.422 Wash stands, soap, towels, etc.
- 412.43 Carpets and drapery.
- 412.44 Headlining.
- 412.45 Racks.
- 412.46 Water coolers and tanks.
- 412.47 Emergency Tools and Appliances.

412.9 Other (Passenger car miscellaneous).

413 Freight Equipment Cars.

- 413.001 Dimensions, design, weight, capacity, etc.
- 413.002 Inspection.
- 413.003 Freight equipment cars—Change in construction.

413.01 Kind of Car (Freight).

- 413.011 Flat car.
- 413.012 Gondolas, hopper, side dump.
- 413.013 Live Stock, Horse Stock, Poultry, etc.
 - 413.013.01 Decking.
- 413.014 Box, furniture, carriage.
- 413.015 Refrigerator, Vegetable, Frost-proof Car.
 - 413.015.01 Meat hooks.
 - 413.015.02 Insulation.
- 413.016 Heater cars.
- 413.017 Tank cars.
- 413.018 Cabin and caboose.
- 413.019 Other.
 - 413.019.1 Gun cars.
 - 413.019.2 Cable cars.
 - 413.019.3 Plate glass cars.
 - 413.019.4 Fly wheel cars.
 - 413.019.5 Coke cars.

RAILROAD CORRESPONDENCE FILE

413.02 Heating and ventilating freight equipment cars.

413.03

413.04 Condition of freight equipment cars.

 413.041 Cleaning and sanitation.

 413.042 Painting.

 413.043 Repairs.

 413.043.1 Freight car pool.

 413.043.2 "Bad Order" statements.

 413.043.3 Rules for repairs.

 413.043.4 Defect, home and repair cards.

 413.043.5 Cars destroyed.

 413.043.6 Damaged.

413.1 Freight Car Body.

 413.11 Floor.

 413.111 Stringers and sills.

 413.112 Center and striking plates.

 413.113 Side bearings.

 413.114 Truss rods.

 413.12 Stake pockets and stakes.

 413.13 Siding.

 413.14 Roof.

 413.15 Body bolsters.

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413.2 Exterior Fixtures and Appliances.

 413.21 Handholds and grab irons.

 413.22 Ladders and steps.

 413.23 Chains and other appliances for fastening double loads.

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413.3 Doors and other Openings.

 413.31 Grain doors.

 413.32 Door seals and sealing.

 413.33 Cleating doors.

 413.34 Locks and other fastenings.

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413.4 Interior Furnishings.

 413.41 Lining.

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413.9 Other (Freight cars miscellaneous).

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414 Work Cars.

 414.001 Dimensions, design, weight, capacity of work cars.

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RAILROAD CORRESPONDENCE FILE

414.01	Kind of Car.
414.011	Test car.
414.011.1	Scale car.
414.011.2	Dynamometer car.
414.011.3	Track indicating cars.
414.011.4	Track inspection cars.
414.012	Supply car.
414.013	Roadway Cars.
414.013.1	Hand, push, velocipede, etc.
414.013.2	Ballast cars.
414.013.3	Grader and dirt spreader.
414.013.4	Steam shovel, pile driver, etc.
414.013.5	M. W. flat cars.
414.014	Hotel cars (cars for telegraph men, signal men, etc.).
414.015	Poling car.
414.018	Emergency cars.
414.018.1	Wrecking derricks.
414.018.2	Wreck tool cars.
414.018.3	Snow plows and flangers.
414.019	Other Work Cars.
414.019.1	Whitewash car.
414.019.2	Grain transfer car.

415 Motor Cars.

416 Electric Locomotives.

RAILROAD CORRESPONDENCE FILE

420 Floating Equipment.

- 420.1 Steamboats and tugboats.
- 420.2 Barges, car floats and canal boats.
- 420.3 Ferries.

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RAILROAD CORRESPONDENCE FILE

430 Shops.

- 430.01 Plans.
- 430.02 Classification.
- 430.03 Location.
- 430.09 Foreign shops.
- 430.1 **Output of Shops.**
 - 430.11 Condition of work under way.
 - 430.12 Movement of locomotives through engine houses.
- 430.2
- 430.3 Heating and ventilating of.
- 430.4 Lighting of.

431 Machinery and Tools.

- 431.01 Lettering and numbering for tools, etc.
- 431.04 Tool program.
- 431.05 Painting tools.
- 431.1 Metal working.
- 431.2 Wood working.
- 431.3 Casting and Moulding Tools.
 - 431.31 Patterns.
- 431.4 Forges and blacksmith furnaces.
- 431.5 Ash-pits.
- 431.6 Drop-pits.
- 431.7 Cranes and hoists.
- 431.9 Other.

432 Boilers and Furnaces.

433 Stationary Engines.

- 433.1 Steam.
- 433.2 Gas.
- 433.3 Oil.
- 433.4 Air, Wind Mills.
- 433.5 Water, Turbines, Hydraulic, Rams.
- 433.6 Gasoline.
- 433.9 Solar.

RAILROAD CORRESPONDENCE FILE

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Power Plants.

- 434.01 Plans.
- 434.02 Location.
- 434.1 Power transmission.**
- 434.2 Electric Power and Lighting Plants.**
 - 434.201 Electric switchboards and switches.
 - 434.202 Armatures.
 - 434.203 Electric wiring, poles, etc.
 - 434.203.1 Insulators.
 - 434.203.2 Lightning arresters.
 - 434.204 Meters.
 - 434.204.1 Voltmeters.
 - 434.204.2 Ammeters.
 - 434.204.3 Wattmeters.
 - 434.205 Storage batteries.
 - 434.206 Electric motors.
- 434.21 Power generators.**
 - 434.211 Generators.
 - 434.212 Boosters.
- 434.22 Electric lighting.**
 - 434.221 Dynamos.
 - 434.222 Electric lamps.
 - 434.224 Electric converters and transformers.

434.3

Pneumatic Plants.

- 434.31 Air compressors.

434.4

Hydraulic Plants.

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Other (Maintenance of equipment, miscellaneous).

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RAILROAD CORRESPONDENCE FILE

500 Transportation and Storage.

- 510** Tracks and Terminals—Working.
- 520** Trains.
- 530** Locomotives—Utilization of.
- 540** Cars—Utilization of.
- 550**
- 560** Safety Measures—Signals.
- 570** Telegraph and Telephones.
- 580** Accidents.

RAILROAD CORRESPONDENCE FILE

500 Transportation and Storage—General.

500.1 Statistics.

500.2 Associations.

500.21 International.

500.211 International Railway Congress.

500.22 National.

500.221 American Railway Association.

500.222 Association of Railroad Superintendents.

500.223 Association of Superintendents of Telegraph.

500.224 Train Dispatchers Association.

500.23 Association formed by Company for Advancement of Employees.

500.231 Association of Transportation Officers.

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RAILROAD CORRESPONDENCE FILE

510 Tracks and Terminals—Working.

- 510.4 Lease of.
- 510.5 Joint use of, etc.

511 Tracks—Working.

- 511.1 Operation of single track line, capacity, etc.
- 511.2 Operation of two or more tracks, capacity, etc.

512 Yards—Working.

- 512.01 Rules for operation of.
- 512.1 Condition of.
- 512.2 Cost of handling cars in.
- 512.3 Switching service (For rates, etc., see 620.131).
- 512.4 Lighting yards.

513 Stations—Working.

- 513.01 Station names.
- 513.02 Receipts and expenditures.
- 513.1 Passenger Stations—Working.
 - 513.101 Carriages, omnibus, etc.
 - 513.102 Hotels and restaurants.
 - 513.103 Barber shops.
 - 513.11 Union and large terminal passenger stations.
 - 513.12 Suburban stations.
 - 513.19 Other passenger stations.
- 513.2 Freight Stations—Working.
 - 513.201 Capacity.
 - 513.202 Tonnage system.
 - 513.203 Ballot system.
 - 513.204 Cooperage.
 - 513.205 Labor-saving appliances.
 - 513.21 Transfer Stations—working.
 - 513.211 Grain elevators.
 - 513.22 Storage Warehouses.
 - 513.221 Cold Storage Plants.
 - 513.23 Bonded warehouses.

514 Docks—Working.

- 514.1 Lake ports.
- 514.2 Handling coal and ore—Machinery.

RAILROAD CORRESPONDENCE FILE

520 Trains.

520.01	Train Crews.	
520.011	Calling trainmen.	
520.012	Number of men in train crew.	
520.013	Crewing relatives together.	
520.014	First in, first out.	
520.1	Train earnings, mileage and expenses.	
520.2	Weight of trains.	
520.3	Running of Trains.	
520.301	Standard Time.	
520.301.1	Clocks.	
520.301.2	Watches.	
520.302	Registering of trains.	
520.31	Time Tables, Schedules.	
520.310.1	Notice of changes in.	
520.311	Special stops, flag stops, etc.	
520.312	Speed of Trains, Fast Runs, etc.	
520.312.1	Speed recorders.	
520.32	Dispatching.	
520.321	Dispatching methods.	
520.322	Use of telephone in dispatching.	
520.323	General Orders and General Notices.	
520.323.1	General order boards.	
520.34	Sunday train service.	
520.38	Detour service.	
520.381	Detour charts and books.	
520.382	Responsibility for accidents while detouring.	
520.383	Rates for detour service.	

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521 Passenger Trains.

521.1	Make Up of Passenger Trains.	
521.11	Position of cars in passenger trains.	
521.12	Practice of splitting and consolidating passenger trains.	
521.2	Movement of Passenger Trains.	
521.21	Delays and Detentions of passenger trains.	
521.211	Failure to make schedule time.	
521.212	Holding for connections.	
521.3	Passenger Train Service.	
521.301	Accessory Service—Sale of Newspapers, Tobacco, Candy, etc.	
521.301.1	Contract with News Co.	

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RAILROAD CORRESPONDENCE FILE

521.31 Through Fast Express Train Service.

521.311 Limited excess fare train service.

521.32 Mail train service.

521.33 Accommodation train service.

521.34 Suburban train service.

521.39 Other train service.

522 Freight Trains.

522.1 Make Up of Freight Trains.

522.12 Position of cars in freight trains.

522.2 Movement of Freight Trains.

522.21 Delays and detentions of freight trains.

522.211 Complaints, slow time and movement

522.3 Freight Train Service.

522.31 Fast freight train service.

529 Special Trains.

529.01 Charge per mile for use of.

529.1 Newspaper trains.

529.2 Advertising trains for manufacturers.

529.9 Other.

RAILROAD CORRESPONDENCE FILE

530 Locomotives—Utilization of.

530.1 Lease of Locomotives.

530.11 Rental charge for use of.

530.12 Hire of, as between our own and affiliated lines.

530.2 Assignment and transfer.

531 Loading of Locomotives.

531.1 Tonnage rating.

532 Movement of Locomotives.

532.101 Mileage of locomotives.

532.1 Economies in Handling Locomotives.

532.11 Length of locomotive runs.

532.12 Double heading.

532.13 Link system of running.

532.2 Delays and detentions to locomotives.

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RAILROAD CORRESPONDENCE FILE

540 Cars—Utilization of.

540.1 Lease of.

541 Passenger Cars, Operation of.

541.01 Assignment and transfer.

541.1 Supply of Passenger Cars.

541.11 Orders for.

541.111 Coaches.

541.112 Sleeping, parlor, observation.

541.113 Dining, café, buffet.

541.114 Baggage, mail, express, horse express.

541.115 Combination.

541.116 Business and private.

541.117 Hunting.

541.119 Other Passenger cars.

541.2 Movements of Passenger Cars.

541.201 Mileage of passenger equipment cars.

541.21 Special cars of home lines.

541.22 Special cars of foreign lines.

541.23 Private cars.

541.24 Advertising and exhibit cars.

541.25 Fish commission cars.

541.29 Movement of other cars.

541.3 Sleeping, Parlor and Observation Car Line Service.

541.31 Reservation of space.

541.32 Complaints regarding service.

541.321 Porters sleeping.

541.33 Use of as hotels during conventions, etc.

541.4 Dining Car Service.

541.401 Cost of operation.

541.402 Inspection of service.

541.403 Sale of liquors.

541.41 Meals, Dining Cars.

541.411 Bills of fare.

541.412 Hours of serving.

541.413 Price of meals.

541.414 Complaints of passengers.

Supplies—See 027.1

RAILROAD CORRESPONDENCE FILE

542 Freight Cars, Operation of.

- 542.01 Weighing.
 - 542.011 Light weighing.
 - 542.012 Charges for.
- 542.02 Car cards, card holders, method of holding.

542.1 Freight Cars—Supply of.

- 542.11 Orders for and Distribution of Cars.
 - 542.111 Flat cars.
 - 542.112 Gondolas, hopper, side dump, ore.
 - 542.113 Live stock, horse stock, poultry, etc.
 - 542.114 Box, furniture and carriage.
 - 542.115 Refrigerator, vegetable, frost proof car.
 - 542.116 Tank cars.
 - 542.117 Heater cars.
 - 542.118 Cabin and cabooses.
 - 542.119 Other.

542.2 Freight Cars—Movement of.

- 542.201 Mileage of freight cars.
- 542.203 Location statements.
- 542.204 Tracing.

542.21 Delays to Cars at Stations and Terminals.

- 542.211 Reports of.
- 542.212 Storage of cars.
- 542.213 Misuse of cars.

542.22 Picking up and setting off.

- 542.23 Complaints—slow time.

542.3 Loading and Unloading.

- 542.31 Rules for loading and unloading.
- 542.32 Stopping cars en route for partial loading and unloading.
- 542.33 Loading for cars en route home.
- 542.34 Underloading and overloading.

542.4 Interchange of Freight Cars.

- 542.401 Rules.
 - 542.401.1 Delivery of car—what constitutes.
- 542.402 Relations with water lines (car ferries).
- 542.41 Charge for use of.
 - 542.411 Per diem charge.
 - 542.412 Mileage rate.
 - 542.413 Pay interest or valuation for use of.

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RAILROAD CORRESPONDENCE FILE

- 542.414 Car service charges.
- 542.415 Improper returns made by foreign companies.
- 542.42 Returning Cars Home.**
 - 542.421 Home route cards.
 - 542.422 Junction reports.
- 542.48 Individual Cars—Movements of, etc.**
 - 542.480.1 Relations with individual car lines.
 - 542.481 Fruit and Vegetable Car Lines.
 - 542.481.1 Merchants Fruit Despatch.
 - 542.481.2 Eastman Heater cars.
 - 542.482 Live Stock and Refrigerator Car Lines.
 - 542.482.1 Armour Car Lines.
 - 542.482.2 Swift Car Lines.
 - 542.483 Coal, Ore and Coke Car Lines.
 - 542.483.1 H. C. Frick Coke Co.
 - 542.483.2 Illinois Steel Co.
 - 542.483.3 J. W. Ellsworth & Co.
 - 542.484 Carriage and Furniture Car Lines.
 - 542.489 Other Individual Car Lines.

RAILROAD CORRESPONDENCE FILE

560 Safety Measures—Signals.

- 560.01 Signals in general, forms, colors, sounds.
- 560.1 Supervision of signals.
- 560.2 Signal rules.
- 560.3 Oil—Kind to use in Signals.
- 560.31 Oil tanks for stations, towers, etc.

561 Station Signals.

- 561.1 Station Flags.

562 Train Signals.

- 562.1 Classification Signals.
 - 562.11 Classification flags.
 - 562.12 Classification lamps.
- 562.2 Intercommunication.
 - 562.21 Signal apparatus for trains.
 - 562.22 Air whistle signals.
 - 562.23 Bell cords.

563 Block Signals—Operation.

- 563.1 Manual Block Signals.
- 563.2 Automatic Block Signals—Semaphore Electric.
- 563.3 Automatic Block Signals—Disc Electric.
- 563.4 Automatic Block Signals—Semaphore Pneumatic.
- 563.5 Automatic Block Signals—Semaphore Gas.

564 Interlockings—Operation (Correspondence relative to particular interlockings to be filed by location).

Maintenance—See 359.4.

569 Signals—Other.

- 569.1 Lanterns.
 - 569.11 Broken globes.
- 569.2 Car Inspector's Signals.

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RAILROAD CORRESPONDENCE FILE

570 Telegraph and Telephones.

- 570.01 Franks and Passes of Com'l Tel. Companies.
- 570.02 Use of wires for other than R. R. business.
- 570.1 Instructions to operators.
- 570.2 Expenses.
- 570.3 Renewal and Extensions.
- 570.31 Estimates, diagrams, etc.
- 570.32 Program.
- 570.33 Authorities.

571 Construction.

- 571.1 Poles and Fixtures.
 - 571.11 Poles—Telegraph.
 - 571.18 Cross arms.
- 571.2 Line.
 - 571.21 Wire.
 - 571.22 Cable.
 - 571.23 Insulators.
- 571.3 Instruments.
- 571.4 Battery material.

572 Telegraph Service.

- 572.01 Complaints regarding.
- 572.02 Wire reports.
- 572.1 Contracts.
- 572.2 Rates.
 - 572.21 Free service.
- 572.3 Revenue.
 - 572.31 Remittances.
 - 572.311 Error sheets.
 - 572.312 Reports.
- 572.4 Special service (acct. elections, etc.).
- 572.5 Telegraph offices—Opening and closing, etc.

573 Telephone Service.

- 573.01 Complaints regarding.
- 573.1 Contracts.
- 573.2 Rates.
- 573.3 Branch exchanges.

RAILROAD CORRESPONDENCE FILE

580 Accidents.

- 580.1 Charts showing location of.
- 580.2 Causes of.

581 Train Accidents.

(File in geographical and date order. If desired, character of accident can be indicated in following manner: Derailments, 1; Collisions, 2; condition of track, 3; condition of equipment, 4; train orders, 5; other, 9; etc.)

- 581.01 Wrecks, clearing.
- 581.011 Wreck trains, movements of.
- 581.07 Attempts to wreck trains.

582 Personal Injuries.

(File in geographical and date order, keeping card index to individual cases, showing name, place, date, amount of claim, amount of settlement, etc.)

- 582.01 Stretchers.
- 582.02 Medicine cases.
- 582.1 Medical attendance.
- 582.2 Hospitals, relationship with.
- 582.3
- 582.7 Attempts to defraud company.

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RAILROAD CORRESPONDENCE FILE

600 Traffic, Rates, etc.

- 610 Passenger Traffic.
- 620 Freight Traffic.
- 630 Baggage, Transportation of, Handling, etc.
- 640 Mail, Transportation of, etc.
- 650 Express, Transportation of, etc.

RAILROAD CORRESPONDENCE FILE

600 Traffic—Rates.

600.1 Statistics.

- 600.11 Passenger statistics.
- 600.12 Freight statistics.

600.2 Traffic Associations.

- 600.201 Trunk line.
- 600.202 Central traffic.

- 600.21 Passenger.
- 600.22 Freight.

601 Tolls and Rates in General—Zone Rates, etc.

601.1 Rates, basis for making, quotations, division of, percentages, commissions, agreements for maintenance.

601.2 Tariffs.

- 601.201 Methods of issuing.
- 601.202 Posting.
- 601.203 Requests made for.
- 601.204 Requests received for.

601.21 Tariffs—Interstate.

- 601.211 Filing with Interstate Commerce Commission.

602 Advertising.

- 602.1 Relations with newspapers and periodicals.
- 602.2 Contributions, donations, subscriptions.

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RAILROAD CORRESPONDENCE FILE

610 Passenger Traffic.

Where desired, any of the Passenger Traffic Files can be sub-divided by affixing to such numbers the following:

- 1 Rates.
- 2 Tickets.
- 3 Passes.

(01 Northeastern or North Atlantic States.—(011 Maine; (012 New Hampshire; (013 Vermont; (014 Massachusetts; (015 Rhode Island; (016 Connecticut; (017 New York; (018 Pennsylvania; (019 New Jersey.

(02 Southeastern or South Atlantic States.—(021 Delaware; (022 Maryland; (023 District of Columbia; (024 West Virginia; (025 Virginia; (026 North Carolina; (027 South Carolina; (028 Georgia; (029 Florida.

(03 South Central or Gulf States.—(031 Alabama; (032 Mississippi; (033 Louisiana; (034 Texas; (036 Indian Territory-Oklahoma; (037 Arkansas; (038 Tennessee; (039 Kentucky.

(04 North Central or Lake States.—(041 Ohio; (042 Indiana; (043 Illinois; (044 Michigan; (045 Wisconsin; (046 Minnesota; (047 Iowa; (048 Missouri.

(05 Western or Mountain States.—(051 Kansas; (052 Nebraska; (053 South Dakota; (054 North Dakota; (056 Montana; (057 Wyoming; (058 Colorado; (059 New Mexico.

(06 Pacific States.—(061 Arizona; (062 Utah; (063 Nevada; (064 California; (065 Oregon; (066 Idaho; (067 Washington; (068 Alaska.

(07 Mexico and Central America.

(08 Canada.

EXAMPLE: The number for the G. A. R. is 612.11; to indicate passenger rates for, affix (1, or 612.11(1; tickets, affix (2, or 612.11(2; etc.

To indicate Illinois Division, affix (043, or 612.11(043, etc.

610.1 Passenger Rates.

610.11 Differentials on passenger business.

610.12 Extra or excess fares on certain passenger trains.

610.13 Sleeping and parlor car rates.

610.14 Special Rates.

610.141 Reduced passenger rates for employees.

610.142 Government rates, passenger.

610.143 Suburban or commutation rates.

610.144 Emigrant rates.

610.145 Clergymen's rates.

610.146 Excursions.

610.146.1 To points on Home Lines.

610.146.2 Home seekers and others to points off Home Lines.

610.147 Rates—Laws regulating.

610.149 Other Reduced Rates.

610.149.1 Reduced rates account charity.

RAILROAD CORRESPONDENCE FILE

610.2 Tickets.

- 610.200.1 Orders for new supply.
- 610.200.2 Chart of forms.
- 610.200.3 Sale of tickets, instructions regarding.
- 610.201 Free tickets furnished various people.
- 610.202 Scalping tickets.
- 610.203 Forgeries.
- 610.204 Lost and stolen tickets, bulletining, etc.
- 610.205 Redemption of tickets.
- 610.206 Extension time limit of tickets.

610.21 Reduced Rate Tickets.

- 610.211 Employes' family tickets.
- 610.212 Mileage books—Interchangeable.
- 610.213 Suburban tickets.
- 610.214 Clergymen's orders.
- 610.215 Excursion.
- 610.22 Coupon tickets.
- 610.23 Interline tickets.
- 610.24 Sleeping and parlor car tickets.
- 610.29 Other tickets.

610.3 Passes.

- 610.300.1 Orders for new supply.
- 610.31 Instructions regarding passes.
 - 610.311 Passes—Instructions to conductors.
 - 610.312 Rules as to manner of making out passes.
 - 610.313 Counter-signature of passes.
 - 610.315 Passes, restricting, not good on Certain Trains.
 - 610.315.1 Passes good on freight trains.
- 610.32 Passes, to whom issued.
 - 610.321 Passes, agreements as to issue of exchange passes.
 - 610.322 Passes, Issue of to Shippers.
 - 610.322.1 Giving passes or furnishing tickets to influence traffic.
 - 610.322.2 Live stock drovers transportation.
 - 610.323 Government and municipal officials and employes.
 - 610.324 Passes for Employes.
 - 610.324.1 Annual and term.
 - 610.324.2 Trip passes.
 - 610.324.3 Passes for ex-employes of Veteran Associations, etc.
 - 610.324.4 Rules governing requests.
 - 610.324.5 Practice as to issuing to employes and families.
 - 610.325 Passes account charity.
 - 610.326 Passes account labor organizations.

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RAILROAD CORRESPONDENCE FILE

- 610.327 Honoring identification cards for transportation.
- 610.328 Passes and sub-postal commissions for mail clerks.
- 610.329 Other.
- 610.33 Passes—Misuse of, etc.
 - 610.330.1 Bulletining.
 - 610.331 Alterations on.
 - 610.332 Forgeries.
 - 610.333 Lost and stolen.
- 610.8 Relations with Traveling Public.
 - 610.81 Non-paying passengers seated in Pullman cars when train is crowded.
 - 610.82 Ejecting passengers, rules governing.
 - 610.83 Passengers robbed.
 - 610.84 Gambling on passenger trains.
 - 610.85 Transportation of children without attendants.
 - 610.86 Freight trains carrying passengers, permits to ride on.
 - 610.87 Refund of fares.
 - 610.88 Accident Insurance—Sale of tickets.

611 Federal and State.

- 611.1 Army and Navy.
- 611.2 National Guards (File by states and divide into divisions, brigades, regiments and companies if desired).
- 611.8 Public Institutions.
 - 611.81 Insane asylums and feeble-minded schools.
 - 611.82 Children's Home (Orphans).
 - 611.83 County Infirmarys.
 - 611.84 Penitentiaries.
 - 611.85 Soldiers' Homes.
 - 611.851 National.
 - 611.852 State.
 - 611.89 Other public institutions.

612 Societies.

- 612.1 Army and Navy Societies.
 - 612.11 Grand Army of the Republic.
 - 612.12 Loyal Legion.
 - 612.13 Spanish War Veterans.
 - 612.14 Sons and Daughters of Revolution.
 - 612.19 Other Army and Navy societies.

RAILROAD CORRESPONDENCE FILE

612.2 Secret Societies.

612.21 Masons.

- 612.211 Order of Mystic Shrine.
- 612.212 Knights Templar.
- 612.213 Scottish Rite Masons.
- 612.219 Other Masonic societies.

612.22 Odd Fellows.

- 612.23 Knights of Pythias.
- 612.24 Benevolent Protective Order of Elks.
- 612.25 Royal Arcanum.
- 612.26 Woodmen of America.
- 612.27 Ancient Order United Workmen.
- 612.271 Ladies Auxiliary A. O. U. W.
- 612.29 Other secret societies.

612.3 Religious Societies.

612.301 Young People's Society of Christian Endeavor.

- 612.302 Knights of St. Andrew.
- 612.303 Women's Christian Temperance Union.

612.31 Catholic.

- 612.311 Knights of St. John.
- 612.312 Catholic Benevolent Legion.
- 612.313 Catholic Y. M. C. A.

612.32 Presbyterian.

- 612.321 Cumberland Presbyterian.
- 612.322 United Presbyterian.
- 612.323 Reformed Presbyterian.
- 612.324 Congregational.

612.33 Baptist.

- 612.331 Baptist's Young People's Union.

612.34 Methodist.

- 612.341 Epworth League.

612.35 Jewish.

612.36 Campbellite or Christian—Disciples.

612.37 Lutheran.

612.38 Episcopal.

612.39 Other.

- 612.391 Unitarian.
- 612.392 Universalist.
- 612.393 Adventist.
- 612.394 Quakers—Friends.

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RAILROAD CORRESPONDENCE FILE

- 612.4 College Societies.
 - 612.41 Glee and Mandolin Clubs.
- 612.5 Educational Societies.
 - 612.51 National Educational Association.
 - 612.52 Teachers' Associations.
- 612.6 Political Societies.
 - 612.601 National conventions.
 - 612.602 Congressional conventions.
 - 612.603 Judicial conventions.
 - 612.604 State conventions.
 - 612.61 Republican.
 - 612.62 Democratic.
 - 612.63 Prohibition.
 - 612.64 Populist.
 - 612.65 Socialistic or Labor.
 - 612.69 Other.
- 612.7 Labor Organizations.
 - 612.71 National Federation of Labor.
- 612.8 Social Clubs.
 - 612.81 National Federation of Women's Clubs.
- 612.9 Other.

613 Shows and Circuses.

- 613.1 Wild West Shows.
- 613.2 Circuses.
- 613.9 Other.

614 Theatrical.

- 614.01 Theatrical baggage and scenery.
- 614.1 Opera.
- 614.2 Dramatic.
- 614.3 Vaudeville.
- 614.4 Minstrel.
- 614.9 Other.

615 Sports.

- 615.1 Athletic Associations.
- 615.2 Aquatic.
 - 615.21 Yacht races.
 - 615.22 Fishing.

RAILROAD CORRESPONDENCE FILE

615.3 Hunting.

615.4 Base Ball.

615.41 National base ball league.

615.42 American base ball league.

615.43 Western base ball association.

615.49 Minor base ball leagues.

615.491 Amateur baseball leagues.

615.5 Foot Ball.

615.6 Prize Fights.

616 Fairs, Expositions and Assemblies.

616.1 Assemblies.

616.2 Expositions and Centennials.

616.3 Fairs.

616.31 World's Fairs.

616.32 State Fairs.

616.33 County Fairs.

617 Health and Pleasure Resorts.

617.1 Health Resorts.

617.2 Pleasure Resorts.

617.21 Seashore resorts.

617.22 Lake resorts.

617.23 Picnics.

619 Other.

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RAILROAD CORRESPONDENCE FILE

620 Freight Traffic.

Where desired, any of the Freight Traffic Files can be sub-divided by affixing to such number the following:

- 1 Rates.
- 2 Weighing and Inspection.
- 3 Routing and billing.
- 4 Soliciting.
- 5 Claims.

(01 Northeastern or North Atlantic States.—(011 Maine; (012 New Hampshire; (013 Vermont; (014 Massachusetts; (015 Rhode Island; (016 Connecticut; (017 New York; (018 Pennsylvania; (019 New Jersey.

(02 Southeastern or South Atlantic States.—(021 Delaware; (022 Maryland; (023 District of Columbia; (024 West Virginia; (025 Virginia; (026 North Carolina; (027 South Carolina; (028 Georgia; (029 Florida.

(03 South Central or Gulf States.—(031 Alabama; (032 Mississippi; (033 Louisiana; (034 Texas; (036 Indian Territory-Oklahoma; (037 Arkansas; (038 Tennessee; (039 Kentucky.

(04 North Central or Lake States.—(041 Ohio; (042 Indiana; (043 Illinois; (044 Michigan; (045 Wisconsin; (046 Minnesota; (047 Iowa; (048 Missouri.

(05 Western or Mountain States.—(051 Kansas; (052 Nebraska; (053 South Dakota; (054 North Dakota; (056 Montana; (057 Wyoming; (058 Colorado; (059 New Mexico.

(06 Pacific States.—(061 Arizona; (062 Utah; (063 Nevada; (064 California; (065 Oregon; (066 Idaho; (067 Washington; (068 Alaska.

(07 Mexico and Central America.

(08 Canada.

(09 Export.

EXAMPLE: The number for wheat is 621.31; to indicate rates on wheat, affix 1, or 621.31(1; weighing and inspection, affix (2, or 621.31(2.

As commodities from all points of the line have usually a common destination, only such sub-division is desired, as will show destination, viz.: The number for corn is 621.32. To indicate corn for Baltimore or other points in Maryland, affix 022, or 621.32(022. Ordinarily, however, it will be found unnecessary to show the state, as the territory will suffice, i. e., instead of 621.32(022, use 621.32(02, which would indicate papers relative to corn destined to some point in Southeastern or South Atlantic States.

Numbers for several states are given as they may at times be found useful for traffic to points on the home lines.

620.001	Export freight.
620.01	Freight Claim Associations.
620.02	Freight Classifications.
620.03	Freight charges. 620.031 Collect on delivery. 620.032 Commissions. 620.033 Prepay.
620.04	Car load. 620.041 Charge for use of idlers.
620.05	Less than car load.

RAILROAD CORRESPONDENCE FILE

620.1 Freight Rates.

- 620.101 Basis for.
 - 620.11 Local.
 - 620.12 Joint.
 - 620.121 Percentages or Divisions.
 - 620.122 Proportional.
 - 620.123 Rail and Lake.
 - 620.13 Export rates.
 - 620.14 Import rates.
 - 620.15 Terminal Charges.
 - 620.151 Switching Rates and Agreements—Payment of.
 - 620.151.1 Pro-rating.
 - 620.151.2 Absorbing.
 - 620.151.3 Refund.
 - 620.152 Cartage and Drayage.
 - 620.152.1 Transfer between depots.
 - 620.153 Lighterers charges.
 - 620.154 Floating charges.
 - 620.155 Storage charges.
 - 620.156 Bridge tolls.
 - 620.157 Terminal or belt railroad charges.
 - 620.16 Reduced Freight Rates.
 - 620.161 Government rates.
 - 620.162 Company material and supplies.
 - 620.163 Railroad employees.
 - 620.164 Charity.
 - 620.165 Contractor's material.

620.2 Weighing and Inspection.

- 620.201 Board of Trade certificates, receipts, etc.
- 620.21 Weights estimated.
- 620.22 Weights, minimum car load.
- 620.23 Weights shippers.

620.3 Routing and Billing.

- 620.301 Instructions, Methods, etc.—Routing and Billing.
 - 620.301.1 Arrangements.
 - 620.301.2 Billing irregularities.
 - 620.301.21 Loaded cars billed as empty and vice versa.
 - 620.301.3 Errors, return of missent freight.
 - 620.301.4 Billing to prepay stations.
 - 620.301.5 Through billing.
 - 620.301.6 Re-billing.

RAILROAD CORRESPONDENCE FILE

620.31 Bills of Lading

- 620.310.1 Issue of bill of lading before freight is delivered.
- 620.310.2 Order, delivery of freight without surrender of bill of lading.
- 620.310.3 Fictitious bill of lading.
- 620.310.4 Protection of bill of lading.
- 620.310.5 Issuing clear bill of lading.
- 620.310.6 Changing straight bill of lading to order.
- 620.310.7 Car numbers on bill of lading.
- 620.310.8 Abstracts of freight on bill of lading.
- 620.310.9 Other bills of lading.

620.311 Private bills of lading.

620.312 Export bills of lading.

620.313 Inland bills of lading.

620.314 Fast freight lines—Bills of lading.

620.315 L. C. L. freight.

620.316 Way Bills.

- 620.316.1 Manifests, duplicate copies of.
- 620.316.2 Card way bills.
- 620.316.3 Delays in forwarding way bills.
- 620.316.4 Showing weights on way bills.
- 620.316.5 Conductors cards (mem. billing).

620.319 Other bills of lading.

620.32 Changing destination of freight.

620.33 Diversions and loss of shipments.

620.34 Tracers for freight.

620.35 Routing freight.

- 620.351 Routing via Home Lines.
- 620.352 Routing via other lines.
- 620.353 Routing orders of patrons.

620.36 Shippers' marks.

620.4 Soliciting Traffic.

- 620.41 Industries—locating.
- 620.42 Relations with patrons.

- 620.421 Purchases from.
- 620.422 Shipments received from various firms.

620.8 Freight Claims.

620.81 Carriers risk.

620.82 Overcharge—Refund, etc.

620.83 Refused and unclaimed freight.

620.831 Storage and freight charges on.

RAILROAD CORRESPONDENCE FILE

620.84 Over and short—Freight.
620.85 Loss and damage—Freight.
620.851 Per cent loss and damage to revenue.
620.852 Pro-rating with other lines.
620.853 Reclamation of freight on loss and damage claims.
620.854 Responsibility for.
620.854.1 Responsibility for stolen freight.
620.854.2 Responsibility for loss and damage in transferring or interchanging.

621 Agriculture.

621.001 Crop reports and prospects.
621.02 Fertilizers and fertilizing material.
621.1 Canned and Bottled Goods.
621.11 Cider, vinegar and pickles.
621.12 Preserves, catsup, etc.
621.13 Food preparations.
621.14 Extracts.
621.19 Other canned and bottled goods.
621.2 Groceries.
621.3 Grain and Grain Products.
621.300.1 Grain inspection.
621.301 Seeds.
621.302 Hay.
621.303 Straw.
621.303.1 Strawboard.
621.304 Brooms and broom corn.
621.305 Flax, Hemp and Jute.
621.305.1 Cordage.
621.309 Other grain products.
621.31 Wheat.
621.311 Flour.
621.32 Corn.
621.33 Oats.
621.34 Rye.
621.39 Other grains.

621.4 Fruits and Vegetables.
621.400.1 Care of in cold weather, attendants with, etc.
621.401 Fruits.
621.401.1 Green.
621.401.2 Dried.
621.402 Nursery products.

RAILROAD CORRESPONDENCE FILE

621.41 Domestic Fruits.
621.411 Apples.
621.412 Peaches.
621.413 Pears.
621.414 Plums.
621.415 Grapes.
621.419 Other domestic fruits.
621.42 Berries.
621.421 Strawberries.
621.429 Other berries.
621.43 Tropical Fruit.
621.431 Bananas.
621.432 Oranges.
621.433 Lemons.
621.439 Other.
621.48 Vegetables.
621.481 Onions.
621.482 Potatoes.
621.483 Cabbage.
621.489 Other.
621.5 Tropical Products.
621.51 Tobacco.
621.52 Sugar, molasses and syrup.
621.53 Coffee, tea and cocoa.
621.54 Cotton.
621.541 Cotton factory products.
621.542 Linters.
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- 625.22 Sewing machines.
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 626.63 **Sporting goods.**

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 626.93 **Fire proofing.**

 626.94 **Confectionery, cakes, candy, etc.**

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627.2 Chemical Works, Breweries, Distilleries.
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627.22 Alcoholic Liquors, ale, beer, porter, etc.
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- 630.1 Checking baggage.
- 630.2 Baggage, storage charges.
- 630.3 Baggage Rates.

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641 Mail, Contract for.

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650 Express Goods, Transportation of.

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650.11 "Pony" Express Service.

650.12 Express Franks.

651 Freight diverted to Express Co.

652 Express service.

653 Express charges, refunds, etc.

900 Local Facilities and Affairs.

As previously stated, the correspondence relating to local matters in any one town almost invariably combines two or more subjects, and No. 9 is used for providing a number for each station on the Lines, the idea being that so far as possible correspondence will be filed according to location. The correspondence in connection with improvements in the passenger station at Cheboygan, for instance, also covers improvements to the freight station, the opening and closing of public streets, removal of the shops, elevation of tracks, additional crossing watchmen, belt line around the town, entrance of other railroads, etc. It is hard to determine just in what way any of these matters will come up in the future and a number could hardly be provided in any other way which would take care of all of them.

Correspondence relating to local matters other than Traffic and Accounts in any town should be filed in this series. Example, Main Tracks and Passing Sidings, Branches, etc., should be filed under general numbers assigned to the respective divisions; and Sidings, Yards, Stations, Ordinances, etc., for any particular town should be filed under the number assigned to it.

While correspondence relating to general policy of Company regarding abolition of grade crossings would be filed under 322, that relating to elevation of tracks at Chicago should be filed under number for Chicago.

The General numbers under Series 9 have been used to provide numbers for each state in the United States, and for foreign countries, for filing correspondence relating to local matters at points off the Home Lines. See page 105. The grand sub-division numbers of this series (i. e., 910, 920, 930, 940, 950, 960, 970, 980, and 990) have been left vacant, it being impossible to include in this volume a number for each station on every road in the United States.

Every Company has assigned numbers to each Division and station on its road, for use in connection with wheel reports of freight con-

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ductors, ticket reports of passenger conductors, etc. These numbers can readily be used, without conflict with the remainder of the Decimal Classification, by prefixing the figure 9 to such numbers. Example:

If the number assigned Chicago is 416, the file number would be 9416, etc., etc.

Or, if desired, decimal numbers can be used, by using the numbers 910, 920, 930, 940, 950, 960, 970, 980 and 990 for the respective systems, then sub-dividing each into Divisions, i. e., 910 into 911, 912, 913, 914, etc. Each Division can then be sub-divided into sections, and the sections into stations.

For sub-dividing the correspondence relating to any one division or town the following are suggested:

(0 General.

(01 Employees.

(07 Ordinances, etc.

(2 Accounts.

(3 Roadway and Structures.

(31 Right of Way.

(32 Crossings.

(33 Roadbed.

(34 Tracks.

(346 Main and passing tracks.

(347 Yards.

(349 Private sidings (file alphabetically.)

(35 Buildings.

(351 Station buildings.

(352 Engine houses and shops.

(353 Fuel and water stations.

(37 Docks, wharves and landings.

If but half the time now required for the Record of Correspondence be used for properly assorting the papers in the various files—arranging some alphabetically, others geographically, others in date order, etc., the files will be greatly improved.

The following numbers are suggested for such correspondence relating to matters off the line, as it may be desired to file geographically:

RAILROAD CORRESPONDENCE FILE

900 Local Facilities and Affairs—General.

- 900.1 Canada, British America.
- 900.2 Mexico, Central America.
- 900.3 United States and Territories. (General.)
- 900.4 South America.
- 900.5 Europe.
- 900.6 Asia.
- 900.7 Africa.
- 900.9 Other Foreign Countries.

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901 North-eastern or North Atlantic, New England.

- 901.1 Maine. (File in alphabetical order, according to name of town.)
- 901.2 New Hampshire.
- 901.3 Vermont.
- 901.4 Massachusetts.
- 901.5 Rhode Island.
- 901.6 Connecticut.
- 901.7 New York.
- 901.8 Pennsylvania.
- 901.9 New Jersey.

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902 South-eastern or South Atlantic.

- 902.1 Delaware.
- 902.2 Maryland.
- 902.3 District of Columbia.
- 902.4 West Virginia.
- 902.5 Virginia.
- 902.6 North Carolina.
- 902.7 South Carolina.
- 902.8 Georgia.
- 902.9 Florida.

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903 South Central or Gulf.

- 903.1 Alabama.
- 903.2 Mississippi.
- 903.3 Louisiana.

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903.4 Texas.
903.5
903.6 Indian Territory. (Oklahoma.)
903.7 Arkansas.
903.8 Tennessee.
903.9 Kentucky.

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904 North Central or Lake.

904.1 Ohio.
904.2 Indiana.
904.3 Illinois.
904.4 Michigan.
904.5 Wisconsin.
904.6 Minnesota.
904.7 Iowa.
904.8 Missouri.
904.9

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905 Western or Mountain.

905.1 Kansas.
905.2 Nebraska.
905.3 South Dakota.
905.4 North Dakota.
905.5
905.6 Montana.
905.7 Wyoming.
905.8 Colorado.
905.9 New Mexico.

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906 Pacific.

906.1 Arizona.
906.2 Utah.
906.3 Nevada.
906.4 California.
906.5 Oregon.
906.6 Idaho.
906.7 Washington.
906.8 Alaska.

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Giving numbers used in the Railroad Correspondence File.

Subjects in bold-faced type are sub-divided in the preceding Decimal Classification.

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